

# DATA QUEST

## EMPLOYMENT SCREENINGS

### UNCOVER THE APPLICANT'S PAST TO PROTECT YOUR COMPANY'S FUTURE

Since 1981, Data Quest's background investigation division has provided employers with comprehensive and accurate employment screening information, revealing the true identities and qualifications of individuals seeking employment.

#### **AVOID NEGLIGENT HIRING**

By conducting in-depth background inquiries on prospective employees, employers can diminish legal risks, improve the quality of their workforce by hiring

assets rather than liabilities and avoid negligent hiring.

Negligent hiring arises when a company fails to conduct a thorough background

check on an employee, and there is something in that person's past that may put others at risk. The basic concept is that the employer may be liable for what it knew or should have known or foreseen.

#### **RESUME VS. APPLICATION**

In order to make a wise and safe hiring decision, a company must be privy to the applicant's background information. The entire screening process starts with the employment application. All prospective employees, regardless of the position, should fill out an application in their own handwriting and sign the document.

Employers should not substitute a resume for a properly filled out application. A resume includes only information the applicant wants the employer to know and usually lacks detail. The application, on the other hand, asks specific questions in a standard format, requiring the applicant to be honest and is an official employment document.

#### **IN-DEPTH RESEARCH TO UNCOVER WRONGDOINGS**

Data Quest investigators will verify the credentials listed on an application, but they do not rely solely upon the information provided by the applicant. They will uncover what is vague, including missing information about former employers, gaps in employment and reasons for leaving present or past employers. The depth of an employment screening is directly related to the type of position being filled and background checks can be tailored to each job description.

Data Quest's employment screenings can uncover patterns of dishonest, criminal or irresponsible behavior that may not show up on an application, resume or during an interview.

The cornerstone of every successful business is the quality and integrity of its personnel.



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In full compliance with all related Employment Screening laws, such as the Fair Credit Reporting Act, Driver's Protection Act and Americans with Disabilities Act, Data Quest offers a complete list of employment screening services, including:

### EMPLOYMENT SCREENING SERVICES

- Address/Residency History
- Credit History
- Criminal Record Searches
- Civil Record Searches
- Education Verification
- Employment Verification
- Former Employer Drug & Alcohol Test Results
- Military Service Verification
- Motor Vehicle Driving Records
- OIG Name Search
- Personal Reference Interviews – Developed
- Personal Reference Interviews – Supplied
- Professional License Verification
- Sexual Offender Registry Search
- SSN Trace
- SSN Verification
- Terrorist Watch List – OFAC Foreign Nationals Search
- Workers' Compensation History

Data Quest will assist with the development of an employment screening program – one which not only suits a company's exact needs and budgetary guidelines, but is consistently followed in order to avoid potential charges of discrimination.

#### FULL-SERVICE INVESTIGATIVE EXPERTISE

Data Quest is a full-service, licensed, corporate private investigations agency. Every employment screening is performed by an experienced and specially trained investigator who researches beyond the basic information provided by the applicant to develop a comprehensive and accurate character profile. Detailed background information along with accurate and timely retrieval of public record information is collected through a combination of resources, including a nationwide network of investigators, investigative telephone experience and access to privileged, high-level databases.

#### PROMPT TURNAROUND

Because Data Quest recognizes that a company must react quickly to avoid losing a talented candidate to another company, reports are completed within 3 business days. Clients have several report transmittal options, including website download, e-mail, fax or mail. The agency also recognizes that leading edge technology is meaningless without the ability to provide exceptional customer service. Clients are urged to call Data Quest's 800 telephone number for a free consultation or for an answer to any question they may have about the results of an employment screening.



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