

# Employment Verification

Information You Trust

## Employment history is a key area where applicants falsify information.

Some applicants feel that they should have held a higher position at their current or previous job, and then justify putting it on their resume even though they never actually held that title. Some may increase the amount of salary paid at their last job. Other areas that may be embellished are reasons for leaving a job and job accomplishments.

Because there is so much information that needs to be verified in a short period of time, our team of licensed private investigators will attempt to verify the accuracy of all information provided by the applicant. Information will vary depending on the type of information our clients need to make a hiring decision.

### **Employment verifications include:**

- Employment Dates
- Position held
- Salary
- Eligibility for rehire

### **Investigative consumer reports identify detailed information such as:**

- Job duties
- Performance
- Strengths and weaknesses

Data Facts will accept customized forms for questions, and will attempt to verify the information from the applicant's direct supervisor, human resources, payroll or management personnel.

Some employers may direct us to a fee based verification system where additional fees will apply.

## Data Facts uses 3 solid attempts to contact the reference.

A "solid attempt" to verify employment may include:

1. following up on a release sent to a verifying party
2. speaking with or leaving a message with a verifying party
3. a Verifying party asking Data Facts to call back at another date/time
4. obtaining a verification of Employment but waiting for a reference  
(Supervisor Interview)

# Employment Verification *(Continued)*

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Data Facts will summarize all attempts in the comments section on the report.

Generally employment from the past 5 years is verified however longer periods of time may be verified at the clients request.

### *Limitations for this information:*

Employers are often hesitant to give recommendations and may limit the information they provide. However, just verifying the facts on the application can be valuable.

This service can be limited if the employer is out of business, cannot be located or if the employee worked through a temp agency.

Delays may occur if the employer requests written authorization before releasing the Information. Data Facts will not verify current employment for verification unless proper authorization has been given.

*There can be additional fees where fee-based verification systems are necessary.*

Contact Data Facts for a list of current fees that are charged by the verification systems. The FCRA requires additional steps in the employer's obligations for Investigative Consumer Reports. An employer may need to make sure they are following the guidelines set forth by the FCRA.

Infographic

Blogs

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