

# Services For Employment Screening

## CREDIT REPORT

Report includes the last 7 years of applicants credit history, including public records, liens, judgements, collections, active accounts, closed accounts and payment history. Employers use consumer credit reports for those situations where cash advances, equipment, leased property and managing other people's property are a part of the job.

### BUREAU REPORTS AVAILABLE:

Trans Union Reports

**COST:** \$25.00

**TURNAROUND TIME:** Two hours or less

## THE FULL BACKGROUND

Our Most Comprehensive Report

### INCLUDES THE FOLLOWING

Credit Report  
 Name & Social Security Verification  
 Driving Record  
 Court Records (criminal & civil)  
 Current Employment Verification  
 Prior Employment Verifications  
 Education Verification  
 Washington Sex Offender Check

**COST:** \$98.00

Without Driving Record: \$75.00

**TURNAROUND TIME:** 4-6 Business Hours

## MINI REPORT

*Most Popular and Best Value*

### INCLUDES THE FOLLOWING

Credit Report  
 Name & Social Security Verification  
 Court Records (Criminal & Civil)  
 Washington State Sex Offender Check

**COST:** \$38.00

**TURNAROUND TIME:** 2 Business Hours or Less

## CUSTOMIZED REPORTS

Driving Record (MVR) \$30.00

For employment and insurance purposes. All fifty states available. Requires full name, date of birth and drivers license number.

Court Records Call for Price

Charges and Convictions: Criminal Felonies, Civil Judgments, and Charges for Violent Behavior. All states available, prices and turnaround time vary.

Education Verification Call for Price

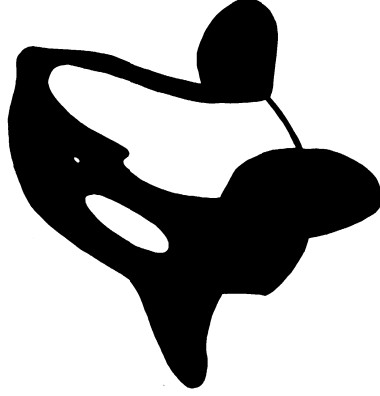
Orca makes the necessary calls or faxes a request to verify education beyond high school. Orca verifies dates of attendance and if any degrees or certificates were received.

Employment History Call for Price

Orca makes the necessary calls or faxes a request, with authorization to release employment history, to obtain employment verification. Orca verifies the hire date, term date, position and if the individual is eligible for rehire.

Social Security # Verification \$20.00

Orca searches the Social Security Administration's data base (updated monthly) to confirm the validity, state and year of issue of the SSN your applicant is using.



**One-Time only Set-up Fee of \$95**

**Credit, Driving Record and/or Court Record information used for employment requires a written policy for acceptance and denial of employment. Our professional staff will be happy to help your company establish one.**

## Bad Guy of the Month Club

A Criminal Record Comparison

We searched 4 popular criminal databases...see what we found!

Orca Information’s Database	Nationwide Criminal	Instant Statewide	WA State Patrol Used by Schools & Hospitals
8/31/06 Domestic Violence, Dismissed without Trial 4/28/00 Possession of a Stolen Firearm, Dismissed 4/28/00 Use of Firearms, Guilty 10/4/01 Protection Order Violation (domestic violence), Guilty 10/4/01 Interfering with Reporting Domestic Violence, Dismissed 5/30/08 Driving While License Suspended 3 <sup>rd</sup> Degree, pending – <b>ACTIVE WARRANT</b> 12/29/00 Assault (domestic violence ), Guilty 12/25/00 Assault, Guilty 11/13/07 Marijuana Possession , Guilty – <b>ACTIVE WARRANT</b>	11/28/04 Assault, Dismissed with Prejudice  11/15/07 Marijuana Possession, Guilty	11/28/04 Assault, Dismissed with Prejudice  11/15/07 Marijuana Possession , Guilty	4/27/00 Unlawful Use or Possession of a Pistol, Guilty  4/2/2001 Assault 4, Guilty  3/25/2002 Domestic Violence Court Order Violation, Guilty

### APPLICANT SCREENING

National Award - Best Crime Free Multi-Housing Training Program in 2009

Written By: Everett Police Officers, Aaron Snell and Edward Golden

Instructed by Rebekah Near, www.orcainformation.com

#### THE BASICS

The goal is to attract honest tenants and deter dishonest applicants. To save time and money, weed out the bad applicants as early as possible. Implement systems that discover dishonest applicants and use a legal, simple and fair process to deny them.

#### Overview

Here are two ways to screen out potentially troublesome tenants:

- 1. Encourage self-screening.** Establish situations to discourage dishonest applicants. Fewer substandard applicants mean less work for management!
- 2. Uncover past behavior.** Most thorough background checks will reveal poor references, inconsistent credit ratings or falsehoods on the application.

**It is important that applicants read and understand the rules and process. It will help protect you legally and show applicants you are committed to preventing problems before they begin. There are no one-step solutions. Effective management requires the approach and attitude that discourages illegal behavior and encourages a stable tenant base.**

#### Applicant Screening, Civil Rights and Fair Housing

Landlords often get confused if or when they can turn down applicants. Some believe civil rights laws require that they accept almost everyone. This is not the case.

#### What Are the Protected Classes?

Federal Fair Housing Laws strictly prohibit any discrimination against these protected classes:

**Race, color, religion, sex, handicap, familial, status, national origin, source of income and sexual preference**

Civil rights laws protect the way applicants are screened and ensure that all qualified applicants feel equally invited to apply. State and local governments may add categories (marital status, sexual orientation, source of income or participation in a government subsidy program).

**Note:** Keep an “Equal Opportunity Housing” sign in the office to remind prospective residents that you do not discriminate.

*To be continued on next newsletter...*

### 1st Prize Winner!

#### National Conference Talent Show

Rebekah Near our CEO recently **won 1st place** in a talent contest. The National Association of Residential Property Managers held their annual National conference at the Sheraton in Seattle in October. The highlight of the conference was a Talent Show and Banquet. There were fifteen contestants participating. When asked if she was going to try out for American Idol she declined comment.

### ATTENTION

Price change on Employment Screening Reports.  
See other side of this newsletter.

**Happy Thanksgiving!!**

*We will be closed on*

*Thursday November 25th*

