



# EDUCATION

# APPLICATION FOR REFERENCE CHECK

CUSTOMER NAME:	SOCIAL SECURITY #:
CUSTOMER PHONE:	ATTORNEY NAME:
CUSTOMER ADDRESS:	ATTORNEY PHONE & FAX:

IF APPLICABLE

I hereby authorize Documented Reference Check, as an independent third party, to conduct a reference check on the below information. I also authorize Documented Reference Check to subcontract the Application For Reference Check out to other affiliates. The resulting document will become an official report, kept in the normal course of business (up to 2 years).

I understand I have a responsibility to protect my own interests, and Documented Reference Check is a company qualified to conduct reference checks, but they must refer all legal questions to qualified attorneys.

I understand Documented Reference Check has no vested interest in the outcome of the report. Further, I will allow Documented Reference Check to proceed without interference, or special directives. I will allow a fair, voluntary response from the targets listed below. My signature indicates my acceptance of the terms on the back of this form, and the above terms.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

SCHOOL:	FROM:	TO:	LIST REFERENCE(S) AND THEIR DIRECT LINE IF AVAILABLE:
ADDRESS:			1)
CITY:	AWARDS:	GPA:	2)
STATE, ZIP:			3)
MAIN PHONE:			4)
CREDENTIALS RECEIVED:			
SCHOOL:	FROM:	TO:	LIST REFERENCE(S) AND THEIR DIRECT LINE IF AVAILABLE:
ADDRESS:			1)
CITY:	AWARDS:	GPA:	2)
STATE, ZIP:			3)
MAIN PHONE:			4)
CREDENTIALS RECEIVED:			
SCHOOL:	FROM:	TO:	LIST REFERENCE(S) AND THEIR DIRECT LINE IF AVAILABLE:
ADDRESS:			1)
CITY:	AWARDS:	GPA:	2)
STATE, ZIP:			3)
MAIN PHONE:			4)
CREDENTIALS RECEIVED:			

Enclose check (make payable in U.S. dollars) and enclose your employment resume. Must sign release on back.

Remit to:

Documented Reference Check  
23441 Golden Springs Dr., #465  
Diamond Bar, CA 91765  
U.S.A.

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## R E L E A S E

*Sign below*

**WHAT WE DO:** Documented Reference Check (DRC) is unbiased and skilled at extracting education information from previous educators. DRC duplicates the same process a Personnel Manager will employ before hiring you. The actual work is performed by other companies (not DRC), to protect your confidentiality, and ours. DRC will produce a written report of the results. An original will go to the customer and a copy will be kept (up to 2 years) in the normal course of business at our Records Department. DRC also reserves the right to substitute a contact if your listed contact is no longer employed at your listed company, or unavailable, for any reason. You probably have great suggestions, but in all due respect, DRC is the world's leading expert, in this field.

**WHAT TO SEND:** (1) Send Application For Reference Check form, completely filled out (both pages/front & back). This form may become a legal document, so your accuracy and completeness may become crucial. You may, at your discretion, decide to leave out your social security number. If you do, we will not be able to provide a status on your order, since we file all production information by ss# (for security reasons). Without your ss#, customer service cannot retrieve your production information, nor can they verify that you are a customer. (2) Enclose a resume to help us speak intelligently about you to listed targets. (3) If you wish to make further comments, you may enclose a separate letter. When these suggestions, or instructions conflict with your directions on the Application For Reference Check, we always view the Application For Reference Check as our binding document. Written or verbal instructions from a customer will not be binding when they are illegal, conflict with DRC policy, or interfere with DRC operations. Also, listing additional names when you only pay for one name is not binding on DRC, obviously.

**HOW TO SEND:** Send your Application For Reference Check form (both pages/front & back) by first class mail, only. Send only to the above address. Do not send via, Express, UPS, or any means requiring a signature. We never sign for mail. Our offices are secured and not accessible to delivery people, or any other vendors for that matter. Regular mail will suffice.

**GUARANTEES:** DRC cannot guarantee the outcome of your order. We will duplicate the same process a Personnel Manager will employ before hiring you. This may result in defamatory comments, strong recommendations, refusal to comment, or other unexpected responses. Such written reports are common and have in the past been used as a legal means of court procedure, but different attorneys and judges will, without fail, have differing opinions and guidelines, depending on circumstances. Therefore, DRC cannot and will not guarantee specific responses by employers, or the report's strategic value in any court procedure. DRC will document the conversation to the best of our ability and place this information in a written report. Also, as a condition of order placement, the liability of DRC for any error for which DRC may be held, legally, responsible will not exceed the price paid for the order. DRC will not, in any event, be liable for loss of income, profits, or any consequential damages.

**TURN AROUND TIME:** There is no guaranteed turnaround time. We are at the mercy of your listed targets. The average turnaround time is about 38 days (between 2 to 90 days). DRC has a direct line that you can call for status, 909 629-0317. You can also use, [orderstatus@badreferences.com](mailto:orderstatus@badreferences.com). Either way, both will require your ss# before responding.

**REFUNDS:** Prior to the completion of your order, you may cancel your order and get a complete refund--*for any reason*. After completion of an order, however (even prior to mailing), there is no refund. No revisions (verbal or written) to these printed terms are permitted. Submitting your order demonstrates your complete acceptance of DRC's printed terms.

**SUGGESTIONS:** Clients who send sloppy, or incomplete orders, usually regret this when they get incomplete reports, or their sloppy document becomes part of a court procedure. Please be nice to our staff. Quick turnaround is not the goal. Our priority is: To produce a document that will serve your best interests (through the entire legal process). If you need a DRC affiliate for a deposition, or testimony, we will mail, e-mail, or fax your attorney instructions on how to accomplish this. Follow those directions exactly.

**Customer Must Sign Here:**

*Keep signature within box*