Zaeplex, also known as 1800Background.com is a “Consumer Reporting Agency” that provides “consumer reports” for “employment purposes” as defined by the federal Fair Credit Reporting Act (FCRA). A Consumer Reporting Agency is an entity that regularly engages in the practice of assembling or evaluating information on a consumer (person) for the purpose of furnishing consumer reports to third parties. A consumer report, referred to as a background check will include the types of information required by the company’s background check policy for employment. Information contained in a background check can include items such as a criminal records check, education and employer verifications, driving record and other reports depending on what is required for the specific job position. You are considered a “consumer” which is defined as the person who is the subject of a consumer report (in other words, you are an applicant or employee who is the subject of a background screening report for employment). Employment purposes, when used in connection with a consumer report, means a report used for the purpose of evaluating a person for employment, promotion, reassignment or retention as an employee. In a broader sense, this may also include volunteers or contractors.

To initiate the background check, you will be asked to complete a Background Inquiry Form (BIF), in either electronic or written format, which requests information about you that is required to conduct the background check. The form requests data such as your name, date of birth, SSN, driver’s license number, other names used, address history, and may include employer and educational history or other items. The information requested is needed to perform the applicable background check.

1800Background.com has taken all reasonable measures to protect the security of your personal information. 1800Background.com protects sensitive personal information through applicable organizational, physical, and technical safeguards to ensure it is not accessed by unauthorized individuals and used only for the purpose necessary to conduct the background check.

You will be provided with a Fair Credit Reporting Act (FCRA) required Disclosure Notice, which informs you that a background check (consumer report) may be obtained about you from a consumer reporting agency (1800Background.com), what information it may include, and other general information about consumer reports.

You will be provided with the FCRA required Authorization to Obtain Consumer Reports and when signed by you, provides authorization to the company to request your background check from 1800Background.com.

Once submitted, the background check will be processed and generally completes within 2-5 business days, depending on the type and number of reports processed. Upon completion the background check will be reviewed by the company that requested it.

1800Background.com takes no part in the hiring decision. For questions regarding the status of your background check you should contact the company or organization where you applied.