

Web-based Tool

The screenshot displays the 'Applicant Center' interface. At the top, there are tabs for 'Current Investigations', 'Pending Applications', and 'Communication Center'. Below this, a table lists applicants: BARK SMITH, RAYMOND SMITH, and WILLIAM SMITH, each with a 'CREATED' date and a 'Close this Application' link. A second table shows 'Pending Received' status for various categories like Law Enforcement, Driving History, Education Verification, Employment History, Landlord, and Military. A third table shows 'Application Configuration' options for 'Reference Verification', 'Education Verification', 'Prior and Current Address', and 'Personal Relationship'. A green line points from the text 'Accessed via the Internet' to the 'Close this Application' link in the first table.

Applicant Center

Current Investigations | Pending Applications | Communication Center

Dashboard

Applicant	Created	Action
BARK SMITH	CREATED 06/20/2011	Close this Application
RAYMOND SMITH	CREATED 06/16/2011	Close this Application
WILLIAM SMITH	CREATED 06/16/2011	Close this Application

Pending Received

Category	Pending	Received
Law Enforcement	30	0
Driving History	1	0
Education Verification	1	0
Employment History	1	0
Landlord	1	0
Military	1	0

Application for Employment - STEP 1: APPLICANT IDENTITY

Applicant Core Information

PLEASE COMPLETE THIS FORM AS ACCURATELY AS POSSIBLE

First Name: [Blank] Middle Name: [Blank] Last Name: [Blank]
Social Security No.: [Blank] Age: [Blank] Position Applied For: [Blank]
Where was the applicant born? State / Country: [Blank] County / Province: [Blank] Date of Birth: [Blank]

Application Configuration

Date of Birth Requirement: ☐ Require a date of birth be entered on each applicant

Reference Verification

The maximum number of references required by each applicant: [Blank]

☐ Perform criminal history check on each reference

Education Verification Requirements

☐ Require Elementary, Jr. High and High School information

☐ Require College or University information

Prior and Current Address Requirements

☐ Capture Landlord information

Personal Relationship Requirements

☐ Perform criminal history check on each personal relationship reported (i.e. wife, brother, sister, mother/father etc.)

Customized
to Fit Your
Agency

Accessed via
the Internet

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00:30

Online Invitation to Applicant

The screenshot shows the 'Communication Center' form. It has fields for 'First Name', 'Last Name', 'Position' (a dropdown menu with 'Deputy' selected), 'E-mail Address', and 'Phone Number'. A green circle highlights the 'Send Invitation' button. A green line points from the text 'Send an Invitation to Interested Applicants' to the 'Send Invitation' button.

Communication Center

First Name: [Blank] Last Name: [Blank] Position: Deputy

E-mail Address: [Blank] Phone Number: [Blank]

Send Invitation

Send an Invitation to
Interested Applicants

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Web-based Tool

Customized to Fit Your Agency

Accessed via the Internet

The screenshot displays the Background Solutions web application interface. On the left, the 'Applicant Center' shows a list of applicants: MARK SMITH, RAYMOND SMITH, and WILLIAM SMITH, all with a status of 'Pending Received'. Below this, a table lists various background check categories and their results. On the right, the 'APPLICATION FOR EMPLOYMENT - STEP 1: APPLICANT IDENTITY' form is shown. The form includes fields for personal information (First Name, Middle Name, Last Name, Social Security No., Age, Date of Birth, Position Applied For) and verification requirements (Reference Verification, Education Verification Requirements, Prior and Current Address Requirements, Personal Relationship Requirements). The user is logged in as Tom Ward (Background Solutions).

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Background Solutions

You are logged in as Tom Ward (Background Solutions)

HOME NEW APPLICANT LOOKUP PREFERENCES HELP

Application Configuration

Date of birth Requirement

☒ Require a date of birth be entered on each applicant

Reference Verification

The minimum number of references required by each applicant:

☒ Perform criminal history check on each reference

Education Verification Requirements

☒ Require Elementary, Jr. High and High School information

☒ Require College or University Information

Prior and Current Address Requirements

☒ Capture Landlord information

Personal Relationship Requirements

☒ Perform criminal history check on each personal relationship reported (i.e. wife, brother, sister, mother father etc..)

Preferences

[Correspondence Manager](#)

[User Account Management](#)

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Online Invitation to Applicant

Communication Center

First Name

Last Name

Position

E-mail Address

Phone Number

Send Invitation

Send an Invitation to Interested Applicants

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Easy-to-use Investigator Worksheet

Investigator Home Page

Correspondence Status

Assigned Cases

Applicant Center

Current Investigations | Pending Applications | Communication Center

DASHBOARD					
JOSEPH SCHAFER		CREATED 06/17/2008			
ERNIE PYLE		CREATED 07/12/2008			
	Pending	Received		Pending	Received
Law Enforcement	8	0	Landlord	1	0
Close this Application					
JASON RIDLEY		CREATED 06/29/2008			
MARCELLA GILES		CREATED 04/24/2008			
MARCELLA GILES		CREATED 04/24/2008			
ANGELINA GLASCO		CREATED 04/01/2008			
	Pending	Received		Pending	Received
Law Enforcement	8	2	Education Verification	1	1
Driving History	0	1	Employment History	1	1
Landlord	1	0	Personal Reference	1	0
Campus Law Enforcement	0	1	Military	1	0
Close this Application					

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Online Invitation to Applicant

Communication Center

Communication Center

First Name

Last Name

Position
Deputy

E-mail Address

Phone Number

Send Invitation

Send an Invitation to Interested Applicants

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Easy to Understand Interface

Employment History

Add Employer

List all jobs you have had beginning with the most current employer. You should include any part time, self-employment and volunteer work. All addresses should be complete. A supervisor and co-workers name and contact number are very important and required information for proper completion of the background investigation.

Employer Name

Occupation

Street Address

Suite No.

City

County/Province

Zip code

Supervisor's Name

Co-worker's Name

Pay Type: ☒ Salary ☐ Hourly

Pay Amount:

Start Date (mm/yyyy)

End Date (If current, leave blank)

Reason for Leaving

Save

Personal History Statement - Legal History

Add Legal Details

If you have been fingerprinted please provide details below

Criminal History

References

Please list 3 references that know you well enough to provide a recommendation for police employment. Do not use employer, co-workers or relatives.

Reference First Name

Middle Name

Last Name

Date of Birth (MM/DD/YYYY)

Years Known

Relationship of the reference to the applicant

Street Address

Apt. No.

City

State

County / Province

Zip code

Telephone

What is the employment status of this reference?

☒ Employed ☐ Unemployed ☐ Retired

Employer's Name

Occupation

Street Address

City

State

County / Province

Zip code

Save & Next

Save & Add

Continue with Bank

Current/Prior Employers

References

Criminal History

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02:14

Easy to Understand Interface

The screenshot displays a web-based interface for background checks. It features three primary sections: 'Current/Prior Employers' on the left, 'References' in the center, and 'Criminal History' on the right. The 'Current/Prior Employers' section includes fields for Employer Name, Occupation, Suite No., City, County/Province, Zip code, Supervisor's Name, Co-worker's Name, Pay Type (Salary/Hourly), Pay Amount, Start Date, End Date, and Reason for Leaving. The 'References' section prompts the user to list three references, providing fields for Reference First Name, Middle Name, Last Name, Date of Birth, Years known, Relationship to the applicant, and Current Residence (Street Address, Apt. No., City, State, County/Province, Zip code, Telephone). The 'Criminal History' section includes a 'Personal History Statement - Legal History' and a 'Criminal History' section. The interface is clean and organized, with clear labels and input fields.

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This detailed view of the 'References' section shows the 'Add Reference' form. It includes a title bar 'References' and a sub-header 'Add Reference'. The form contains a instruction: 'Please list 3 references that know you well enough to provide a recommendation for police employment. Do not use employer, co-workers or relatives.' The fields are organized into three rows: Reference First Name, Middle name, Last Name; Date of Birth(MM/DD/YYYY), Years known; and Relationship of the reference to the applicant. Below these is the 'CURRENT RESIDENCE' section with fields for Street Address, Apt. No., City, State (dropdown menu), County / Province, Zip code, and Telephone. The 'EMPLOYER INFORMATION' section includes fields for Employer's Name, Occupation, Street Address, City, State (dropdown menu), County / Province, and Zip code. At the bottom, there are three buttons: 'Save & Next', 'Save & Add', and 'Continue w/o Save'.

Current/Prior Employers

References

02:14

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