



Step 1. Review and electronically sign consent authorization and disclosure forms. Click to Review and Sign **Disclosure Regarding Consumer Report**.

The screenshot displays a 'CHECK STATUS' window with a progress bar for 'ETA : Pending'. The progress bar consists of four stages: 'Collecting Info' (marked with a red exclamation point), 'Processing', 'Reviewing', and 'Complete'. Below the progress bar, a red exclamation point icon is followed by the text '2 task(s) to be completed'. Two tasks are listed below: 'Disclosure Regarding Consumer Report' and 'Authorization', each with a pencil icon and a play button icon.



Sign Disclosure.

DISCLOSURE REGARDING CONSUMER REPORT

Disclosure Regarding Consumer Report

Please be advised that Orange Tree - Marketing Dept, the Company, may use Orange Tree Employment Screening, LLC (a Consumer Reporting Agency) to obtain a Consumer Report for employment purposes. A "Consumer Report" is: any written, oral or other communication of any information by a Consumer Reporting Agency bearing on a consumers' credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or expected to be used or collected in whole or in part for the purposed of serving as a factor establishing the Consumer's eligibility for employment purposes. This is a stand-alone document.

Signature

Use Your Mouse Or Finger To Draw Your Signature

Clear

BACK SUBMIT



Click to **Submit**

DISCLOSURE REGARDING CONSUMER REPORT

Disclosure Regarding Consumer Report

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Signature

Use Your Mouse Or Finger To Draw Your Signature

Clear



Click to Review and Sign **Authorization Form**.

The screenshot displays a 'CHECK STATUS' window with a progress bar for 'ETA : Pending'. The progress bar has four stages: 'Collecting Info' (marked with a red exclamation point), 'Processing', 'Reviewing', and 'Complete'. A notification box at the top right says 'Task submitted successfully'. Below the progress bar, a red exclamation point icon is followed by the text '1 task(s) to be completed'. Two task items are listed: 'Authorization' with a red exclamation point icon and a play button, and 'Disclosure Regarding Consumer Report' with a green checkmark icon.



Sign Authorization.

AUTHORIZATION

Authorization

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Orange Tree - Marketing Dept at any time after receipt of this authorization and throughout my employment, if applicable and where allowed by law. To this end, I hereby authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, or employer to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439, 800-886-4777, their agents, and/or Orange Tree - Marketing Dept itself. A photocopy of this document may be substituted for the original.

Signature

Use Your Mouse Or Finger To Draw Your Signature

}

Clear

BACKSUBMIT



Click to **Submit**

AUTHORIZATION

Authorization

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Orange Tree - Marketing Dept at any time after receipt of this authorization and throughout my employment, if applicable and where allowed by law. To this end, I hereby authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, or employer to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439, 800-886-4777, their agents, and/or Orange Tree - Marketing Dept itself. A photocopy of this document may be substituted for the original.

Signature

Use Your Mouse Or Finger To Draw Your Signature

Clear

BACK SUBMIT



Step 2. Click **Personal Information** to provide your Social Security Number and Date of Birth.

The screenshot displays the 'CHECK STATUS' interface. At the top, it shows 'ETA : Pending' and a progress bar with four stages: 'Collecting Info' (marked with a red exclamation mark), 'Processing', 'Reviewing', and 'Complete'. Below the progress bar, a notification states '1 task(s) to be completed' with a red exclamation mark icon. The 'Personal Information' task is highlighted with an orange border and a play button icon. Other tasks shown are 'Disclosure Regarding Consumer Report' and 'Authorization', both marked as completed with green checkmarks.



Click to select **month**.

PERSONAL INFORMATION

Personal Information

Date Of Birth *

Month ▼ Day ▼ Year ▼

Social Security Number *

###-##-####

BACK SAVE SUBMIT



Day

PERSONAL INFORMATION

Personal Information

Date Of Birth *

Jul Day Year

Social Security Number *

#####

BACK SAVE SUBMIT



And Year

PERSONAL INFORMATION

Personal Information

Date Of Birth *

Jul 05 Year

Social Security Number *

#####

BACK SAVE SUBMIT



Enter your Social Security Number. If you do not have a Social Security Number, enter 999-99-9999.

The screenshot displays a web form titled "PERSONAL INFORMATION" within a modal window. The form contains the following fields:

- Date Of Birth ***: A date picker with dropdown menus for month (Jul), day (05), and year (2000).
- Social Security Number ***: A text input field with a red border and a placeholder "###-##-####".

At the bottom of the form, there are three buttons: "BACK" (grey), "SAVE" (orange), and "SUBMIT" (orange).



Click to **Submit**.

PERSONAL INFORMATION

Personal Information

Date Of Birth *

Jul 05 2000

Social Security Number *

999-99-9999

BACK SAVE **SUBMIT**



Step 3. Click **Address History** to provide your address history for the past 7 years.

CHECK STATUS

ETA : Pending

Collecting Info Processing Reviewing Complete

1 task(s) to be completed

Address History

Disclosure Regarding Consumer Report ✓

Authorization ✓

Personal Information ✓



Input your current address and all other addresses for the past seven years, including the day, month, and year at each address. Make sure dates do not overlap.

ADDRESS HISTORY

Address History

Residence Addresses For The Past 7 Years (include current address):

Current Address

Enter your current address

Street Address *

City *

State *

Postal Code *

Country *

Start *

Month Day Year

Previous Addresses

Use the '+ Add' button to add previous addresses

BACK SAVE SUBMIT



Click to enter the **street**.

ADDRESS HISTORY

Address History

Residence Addresses For The Past 7 Years (include current address):

Current Address

Enter your current address

Street Address *

City *

State *

▼

Postal Code *

Country *

▼

Start *

Month ▼

Day ▼

Year ▼

Previous Addresses

Use the '+ Add' button to add previous addresses

BACK

SAVE

SUBMIT



City

ADDRESS HISTORY

Address History

Residence Addresses For The Past 7 Years (include current address):

Current Address

Enter your current address

Street Address *

City *

State *

▼

Postal Code *

Country *

United States▼

Start *

Month ▼

Day ▼

Year ▼

Previous Addresses

Use the '+ Add' button to add previous addresses

BACK

SAVE

SUBMIT



State

ADDRESS HISTORY

Address History

Residence Addresses For The Past 7 Years (include current address):

Current Address

Enter your current address

Street Address *

City *

State *

Postal Code *

Country *

Start *

Previous Addresses

Use the '+ Add' button to add previous addresses

BACKSAVESUBMIT



And Postal Code/Zip Code for your current address.

ADDRESS HISTORY

Address History

Residence Addresses For The Past 7 Years (include current address):

Current Address

Enter your current address

Street Address *

City *

State *

Postal Code *

Country *

Start *

Month Day Year

Previous Addresses

Use the '+ Add' button to add previous addresses



Click to enter the Date you started living at this address, including the **Month**.

ADDRESS HISTORY

Address History

Residence Addresses For The Past 7 Years (include current address):

Current Address

Enter your current address

Street Address *

City *

State *

Postal Code *

Country *

Start *

Month ▼

Day ▼

Year ▼

Previous Addresses

Use the '+ Add' button to add previous addresses

BACKSAVESUBMIT



Day

ADDRESS HISTORY

Address History

Residence Addresses For The Past 7 Years (include current address):

Current Address

Enter your current address

Street Address *

City *

State *

Postal Code *

Country *

Start *

Dec Day Year

Previous Addresses

Use the '+ Add' button to add previous addresses

BACK SAVE SUBMIT



And Year.

ADDRESS HISTORY

Address History

Residence Address: **Current Address** Enter your current address

Street Address *

City *

State *

Postal Code *

Country *

Start *

Previous Addresses

Use the '+ Add' button to add previous addresses

Year	Address
2021	
2020	
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
2007	
2006	
2005	
2004	
2003	



Click '+Add' button to add additional addresses.

ADDRESS HISTORY

123 street

City*
St. paul

State*
Minnesota

Postal Code*
55104

Country*
United States

Start*
Dec 18 2018

Previous Addresses

Use the '+ Add' button to add previous addresses

+ Add

BACK SAVE SUBMIT



To add international addresses, click to select the **Country** from the drop down.

ADDRESS HISTORY

Start*
Dec 18 2018

Previous Addresses
Use the '+ Add' button to add previous addresses

Street Address*

City*

State*

Postal Code*

Country*
United States

Start*
Month Day Year

End*
Month Day Year

BACK SAVE SUBMIT



Select the Country.

✓ Canada

-
- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan
- Bolivia
- Bosnia and Herzegovina
- Botswana
- Bouvet Island
- Brazil
- British Indian Ocean Territory
- Brunei Darussalam
- Bulgaria
- Burkina Faso

Canada

Start *

Month Day Year

End *

BACK SAVE SUBMIT



Click to enter **Street Address** or enter N/A if unknown.

ADDRESS HISTORY

Country*
United States

Start*
Dec 18 2018

Previous Addresses
Use the '+ Add' button to add previous addresses

Street Address* x

City*

State*

Postal Code*

Country*
Canada

Start*
Month Day Year

End*

BACK SAVE SUBMIT



Click to enter City or N/A if unknown.

ADDRESS HISTORY

Country*

Start*
Dec 18 2018

Previous Addresses
Use the '+ Add' button to add previous addresses

Street Address*

City*

State*

Postal Code*

Country*

Start*
Month Day Year

End*

BACK SAVE SUBMIT



Click to enter **state, province, territory or N/A** for unknown.

ADDRESS HISTORY

Country*
United States

Start*
Dec 18 2018

Previous Addresses
Use the '+ Add' button to add previous addresses

Street Address*
123 Street

City*
Example

State*
[Dropdown menu]

Postal Code*
[Text input]

Country*
Canada

Start*
Month Day Year

End*
[Text input]

BACK SAVE SUBMIT



And Postal Code or N/A if unknown.

ADDRESS HISTORY

Country*

Start*
Dec 18 2018

Previous Addresses
Use the '+ Add' button to add previous addresses

Street Address*

City*

State*

Postal Code*

Country*

Start*
Month Day Year

End*

BACK SAVE SUBMIT

Enter the **month, day, and year** you started living at that address.

ADDRESS HISTORY

Previous Addresses

Use the '+ Add' button to add previous addresses

Street Address*

City*

State*

Postal Code*

Country*

Start*

End*



And the **Month, Day, and Year** you stopped living there.

ADDRESS HISTORY

Previous Addresses

Use the '+ Add' button to add previous addresses

Street Address * ✕

123 Street

City *

Example

State *

Ontario

Postal Code *

12546

Country *

Canada

Start *

Nov 20 2011

End *

Month Day Year

+ Add

BACK SAVE SUBMIT



Click to **Submit** when finished. That concludes the "How to enter international addresses" candidate tutorial. Thank you!

ADDRESS HISTORY

Previous Addresses

Use the '+ Add' button to add previous addresses

Street Address * x

City *

State *

Postal Code *

Country *

Start *

Nov 2004

End *

Dec 2018