

inside scoop

a supplement to the castle branch news, published monthly

ATTENTION HR MANAGER

EMPLOYMENT SCREENING

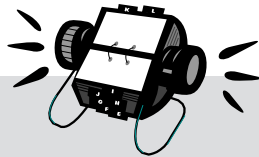
January 2009



HOLIDAY SCHEDULE

MONDAY, JANUARY 19TH
**MARTIN LUTHER
KING JR. DAY**

TUESDAY, JANUARY 20TH
INAUGURATION DAY



FOR FURTHER
INFORMATION,
CALL 888 - 723 - 4263

Customer Service

Select **OPTION 1** for general questions regarding results, turnaround times, and requests. Customer Service can also direct you to the appropriate individual or department for any additional employment screening needs.

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Happy New Year!

NEW IN 2009!

I-9 Verification

Beginning January 15, 2009, you can electronically confirm the employment eligibility of all hired employees through CastleBranch.com. Castle Branch's I-9 verification system is E-Signature compliant which eliminates the need for separate signature files or forms.

Information for Federal Contractors

As of January 15, 2009, federal contractors and subcontractors will be required to begin electronically verifying their employees' eligibility to legally work in the United States. The Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council amended the Federal Acquisition Regulation (FAR) to reflect this change.

The new rule implements Executive Order 12989, as amended by President George W. Bush on June 6, 2008, directing federal agencies to require that federal contractors agree to electronically verify the employment eligibility of their employees. The amended Executive Order reinforces the policy, first announced in 1996, that the federal government does business with companies that have a legal workforce. This new rule requires federal contractors to agree, through language inserted into their federal contracts, to electronically confirm the employment eligibility of all persons hired during a contract term, and to confirm the employment eligibility of federal contractor's current employees who perform contract services for the federal government within the United States.

To find out more about I-9 Verification contact your Sales Representative at 888-723-4263 x2 or sales@castlebranch.com

Billing

Select **OPTION 4** for any questions concerning your invoice.

Drug Testing

Select **OPTION 6** for all questions concerning drug testing, alcohol and drug background checks, and substance abuse policies.

Keep in Touch

Has your email, mailing address, or other contact information changed since you signed on with Castle Branch? Please be sure to let us know!

Contact Customer Service with the new information at your earliest convenience.



Nationwide Wants and Warrants

Castle Branch is pleased to offer a Nationwide Wants & Warrants search. This search is a great complement to a criminal background check and will indicate if an applicant may currently be wanted by the police. An applicant could have a warrant out for their arrest on an open case that hasn't gone to court yet. This is vital information to a potential employer.

Information is obtained from the State Police Department and we receive any open warrant information. Turnaround time for this search is approximately 24-72 hours. Examples of the types of resources used by the State Police to obtain open warrant information includes:

- Police Departments
- City Courts
- District Courts
- County Sheriff's Offices DOCs
- Municipal Courts
- District Attorneys
- Adult Probation Boards
- State Crime Investigations Centers
- State Bureaus of Investigation

The following information is required to run this search:

- Release Form
- First Name, Last Name, Date of Birth, Social Security Number and Gender

If you have any questions, or if you want to add the Nationwide Wants & Warrants search to your package, contact your Sales Representative at 888-723-4263 or email feedback@castlebranch.com.

Castle Branch FREE Webinars:

What is a webinar?

A webinar is a live presentation transmitted over the internet. Simply log on to the web and dial a toll free number for the audio portion.

Castle Branch Inc is pleased to offer the following free webinars:

- **Castle Branch Skills Testing** - Using Internet-based skills testing to maximize your hiring potential
- **Drug Testing Your Employees** - How to implement an effective drug testing program

- **Castle Branch Online Services** - Why ordering online increases security and accuracy

- **Oral Fluids Drug Testing** - An alternative to urinalysis

- **The Complete Criminal Background Solution** - How to ensure you are ordering a complete and thorough background check

To find out upcoming live dates or to view a recorded version of a webinar, visit http://www.castlebranch.com/content/services/06_news_and_tutorials