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Hi,

My name is **William Hiltz** and my company ([Hiltz & Associates](http://www.hiltzandassociates.com)) provides fraud detection, prevention, and investigation services for dentists, as well as specialized digital forensics and litigation support services.

I hope that this guide will be of benefit to you.

Sincerely,

A handwritten signature in blue ink that reads "William Hiltz". The signature is fluid and cursive, with a horizontal line drawn through the middle of the name.

**William Hiltz BSc MBA CET**  
CEO, Hiltz and Associates

Creator of **Dental FraudBusters**



**DENTAL  
FRAUDBUSTERS**

Protect your Practice!

## A GUIDE TO PRE-EMPLOYMENT BACKGROUND CHECKS

Date: Sep 10, 2023

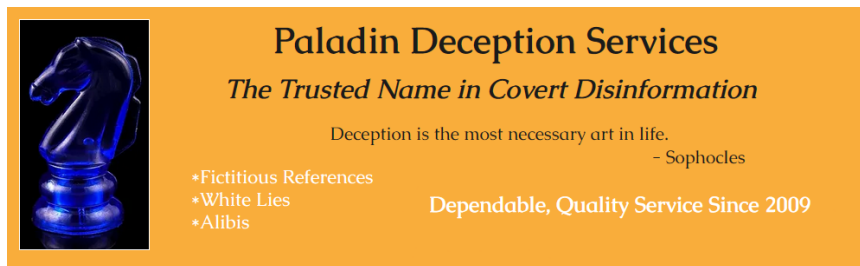
### Introduction

In a tight job market, people will go to great lengths to stand out from the crowd when applying for a job. That's good, when someone is highlighting the skills you are looking for, and bad when it means the applicant is "fudging" their work history or qualifications.

Did you know that companies exist to provide false references and fake work histories?

Yup, and what's more, these companies can do a convincing job.

Here are two companies that provide fake work histories and references:



**Paladin Deception Services**  
*The Trusted Name in Covert Disinformation*

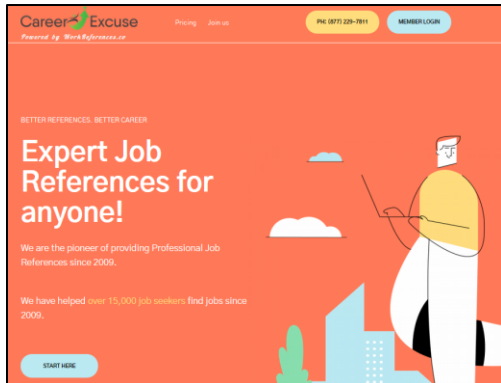
Deception is the most necessary art in life.  
- Sophocles

- \*Fictitious References
- \*White Lies
- \*Alibis

Dependable, Quality Service Since 2009

<https://www.paladindeception.com> (run by a man named Tim Green; creepy)

*TAGLINE: "We provide professional, detailed, and highly articulated job references that are explicitly tailored to meet the requirements of any employer."*



<https://www.careerexcuse.com/>

CareerExcuse.com is a company that provides **fake work histories** and **professional references** for job hunters.

There are probably more companies like this as well . These companies have caught the media's attention as well.

## NEWS COVERAGE • “FAKE REFERENCES FOR HIRE”

Here are two news stories about these two companies.

Click on the videos to watch on YouTube.



### KCRA – Sacramento

Some people will go to pretty extensive lengths to land a job -- exaggerating, and even lying on a resume. KCRA 3's Claire Doan shows us how far one company will go to get people hired, and why some are calling it fraud.



### City News - Toronto

A flashy website will give fake job references, resume rewriting, landlord references and even a real company reference for a price. CityNews reporter Shauna Hunt has the details.

## HERE'S HOW TO PROPERLY CHECK REFERENCES.

[Maintain skepticism, apply reason and intuition.](#)

**Work histories and skills are fudged all the time.** Some people lie to make themselves look good. Some of those “lies” are relatively innocent and consist of things like overstating the responsibilities of a previous position; however, some lies are done to conceal facts that, if you were aware of them, would make the person un-hirable.

[Inform all job applicants that you will check their references before you make any hiring decisions.](#)

Dentists will often hire applicants because they need someone immediately.

Because of the damage an embezzler can cause to your practice, always perform the required reference checks no matter how quickly you need to fill a position.

[Ask each applicant to sign a release form permitting you to ask questions of their former employers and other references](#)

(See Annex A for a sample)

Without signed consent, you may be limited to confirming the dates of employment, pay rate, and position only.

While this information confirms employment, it does not tell you much about the applicant's work history, and that's what you really want to know.

[Contact each employer for the last 10 years listed on the applicant's resume](#)

**Do not make call the phone numbers provided by the applicant** – instead look up previous employers' phone numbers yourself. The applicant may supply a false phone number that is answered by someone “trained” to give a glowing reference. Use the Yellow Pages as most companies will be listed there.

**Ask former employers for a confidential fax or email.** Use it to send the employer a copy of the consent form what along with your own personal credentials. Some dentists fear being sued for defamation if they say anything negative about a former employee and your fax will address their concerns.

**When speaking with former employer's, verify the following:**

**Confirm the beginning and ending employment dates** -- make a timeline.

Ask each employer when the applicant began their employment and when employment was terminated, and why.

*It is widespread practice to "stretch" dates of employment where the employee left on good terms to cover periods of "toxic" employment. Ask previous employers to provide **exact dates of employment**. Do not prompt or ask to confirm with the dates in the applicants resume.*

Ask each employer who the previous and subsequent employers were and compare the answers with the applicant's resume.

*An applicant may omit or distort the information on their résumé. Previous employment may be omitted and replaced with phrases such as: "stayed at home with the children" or "attended school", or dates of employment may be altered to cover a job the applicant doesn't want you to know about.*

**Confirm with the former employer, the job title, and job responsibilities.**

If these do not match the applicant's resume (or what you heard during the interview); something may be amiss.

Ask the former employer if they would hire the person back.

This is a "safe" question that most former employers will answer, even if they are not prepared to provide details of specific behaviour on the part of the employee. If their response is less than enthusiastic, move on to the next applicant.

**Do not rely heavily on Reference Letters**

Forged reference letters and emails are easy to create. To confirm authenticity, look it up the author's number in the phone directory and call them.



Do not place weight on reference letters that are old, addressed (i.e. "Dear Sirs" or "To Whom it May Concern")

**A good reference letter will be addressed to you, the prospective employer.** Again, do not call the employer's phone number as supplied by the applicant or in the reference letter; look it up yourself.

Do not place significant weight on reference letters from non-employers.

**Be skeptical about requests on the part of the applicant not to contact current or former employers.**

If the applicant offers any sign of hesitancy in allowing you to check their references, strongly consider passing on further interest.

It is understandable that an applicant doesn't want a current employer contacted, since the current employer may not know that their employee is about to leave. One common method of dealing with this issue is to perform all other checks and, if these prove satisfactory, making a job offer to the applicant conditional on a satisfactory reference from the applicant's current employer.

At that point, assuming that the applicant has a good relationship with their current employer, the applicant should feel comfortable allowing you to contact the employer.

**Inform each applicant that a pre-condition of employment is a Background Check.**

A background check is a review of a person's commercial, criminal and civil records.

Background checks are quite common; up to 70 percent of employers these days require employees to undergo background checks before hiring.

In many cases just the mention of a background check is enough to drive someone with a checkered past out the door.

**However remember, that a background check is not a substitute for the employment reference checks mentioned above** – because there are many dishonest people without criminal convictions.

Criminal background checks should be delegated to a prescreening service that will perform them in a legal and confidential manner.



To find a qualified company that can perform background checks, consult your Yellow Pages, your local dental association, or an employment lawyer who will most likely know a firm that can do this work professionally.



## Annex A – Sample Applicant Consent

### PERMISSION TO CONDUCT REFERENCE CHECK

I, (print applicant full name) \_\_\_\_\_, hereby give authority to “YOUR DENTAL OFFICE NAME” to solicit a reference from previous employers in connection with my employment application.

I also hereby authorize my previous employers to respond to your enquiries in a forthright manner in connection with my application for employment with “YOUR DENTAL OFFICE NAME ” and release them from any liability in regard to same.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_