



Information Verification Services For The Business Executive
12734 Kenwood Lane, Suite 18, Fort Myers, Florida 33907 Tel (239) 939-7606 (239) 253-2496
ginnytetaswflpolygraph@gmail.com www.swflpolygraph.com

EMPLOYEE POLYGRAPH TESTING INFORMATION

SW FL Polygraph & Background Verification, LLC is furnishing the following information, which it believes is in good faith, and conforms with the Department of Labor's Regulations relating to polygraph tests for employees. Such information and forms are to be considered only as guidelines to assist in complying with the Act and Regulations and SW FL Polygraph & Background Verification, LLC is disclaiming any liability in connection therewith.

CHECK LIST

- Contact Ginny Teta landimarino @ 239-939-7606 or via email: ginnytetaswflpolygraph@gmail.com & tomiandimarino@gmail.com to set up appointment
- Agency will email questionnaire to be filled and emailed back via **word document 24 hours prior to appointment**
- Results will be given to **Southwest Florida Public Service Academy**.

Polygraph examinations will cover areas including, but not limited to, financial status, drug use/history, criminal history, undetected crimes, medical history, employment history, and application information.

The test process consists of (2) parts:

- ❖ Pre-Test Screening Interview
- ❖ Polygraph Test

Prior to the polygraph test, candidates will be given a list of areas from which the test will be conducted and the opportunity to disclose any convictions to the examiner. A candidate will not be disqualified if it appears that an honest attempt was made to list convictions fully and truthfully, and that the omitted offenses can be considered an oversight.

***Note: Email via "word" document file before the appointment to swflpolygraph@earthlink.net & tomiandimarino@gmail.com**

What can you use if you don't have Microsoft Word? A printed hand delivered copy is not accepted. See below for other options:

- LibreOffice (Windows, Mac OS X, Linux) ...
- Google Drive/Word (Web) ...
- AbiWord (Windows, Linux) ...
- Zoho Docs (Web) ...
- Scribus (Windows, Mac OS X, Linux)

PREPARING FOR A POLYGRAPH

- Maintain your normal routine
- Get a good night sleep
- Eat breakfast in the morning
- Take any prescribed medication



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- Dress in neat, business casual attire
- Bring proper ID and any additional documentation that you might think you will need.

AREAS THAT WILL AFFECT RESULTS

- Withholding information
- Attempting to manipulate your responses to questions during the exam

Please note that the examiner is there to guide you through the process and wants you to pass your exam. You must follow the examiners instruction and be completely forthcoming when asked to provide information.

At the conclusion of your exam, the results will be given to the agency. However, exam results are not considered final until the quality control review is completed. On occasion, applicants will be contacted to be returned to our agency for additional testing on another day if additional information is needed.

Thank you and we look forward to seeing you on exam day.



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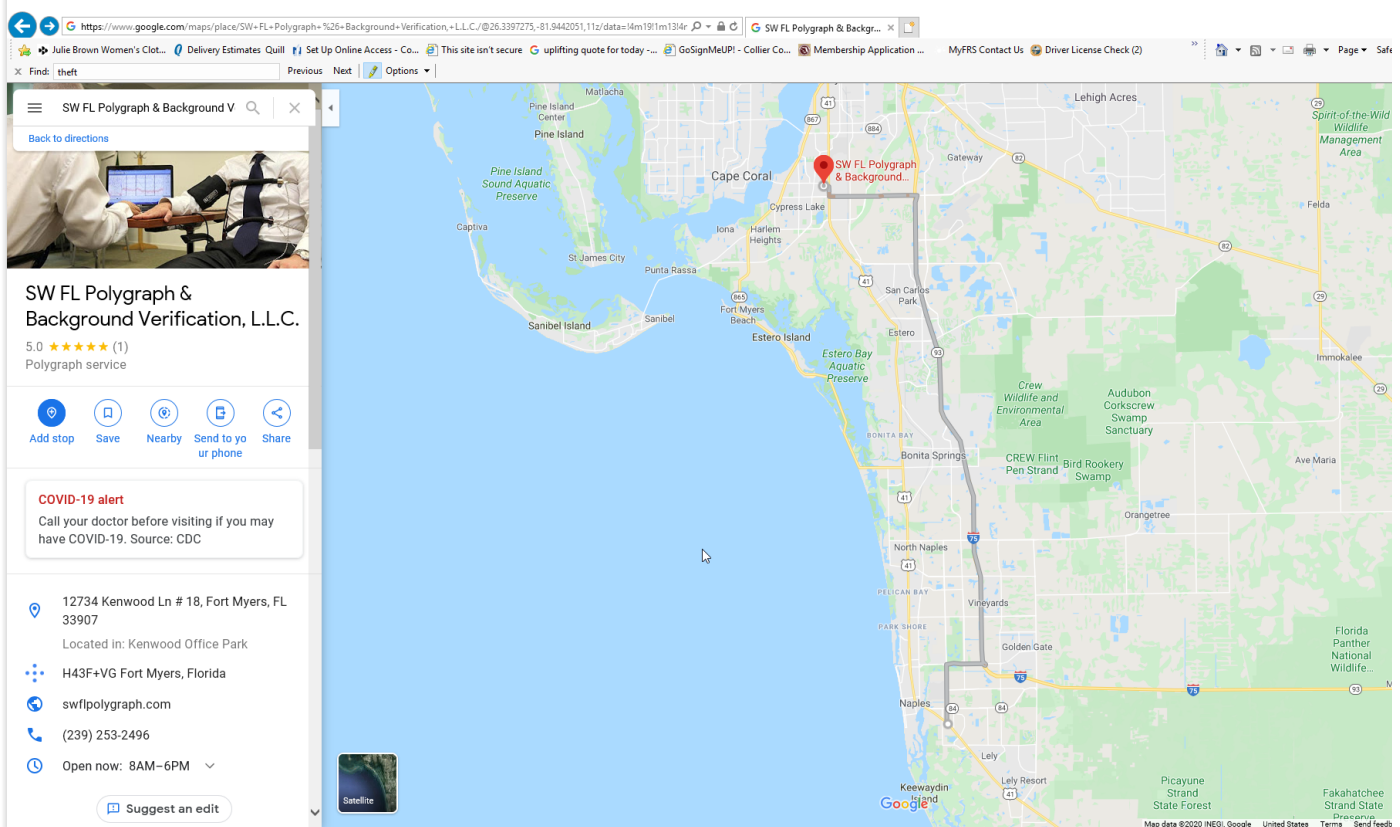
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FORM 101-D

Directions to SW FL Polygraph & Background Verification, LLC

When entering the plaza, you will see a mailbox area on the left-hand side. Pass area and we are immediately to the right.



Important: Arriving On-Time

Please be advised that it is the sole responsibility of the examinee to arrive on time to their polygraph test appointment on the date and times scheduled. Examinees are strongly encouraged to familiarize themselves with the driving directions, road conditions and any other traffic delays prior to departing for their appointment. Staff and examiners are unable to provide live driving directions via telephone to individuals and thus examinees are strongly encouraged to use the resources provided on our web site and in this packet. Examinees must be ready to start their appointment at the exact time scheduled. Examinees are strongly encouraged to use the bathroom facilities prior to their appointment start time.