



DISCLOSURE AND CONSENT CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS

This form, which you should read carefully, has been provided to you because the University of Northern Colorado ("University") may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone.

You are being given a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681(g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight.

CONSENT

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the University in conjunction with my application for employment.

PLEASE PRINT CLEARLY, COMPLETE THOROUGHLY, AND INCLUDE A LEGIBLE COPY OF APPLICANT'S CURRENT DRIVER'S LICENSE

DEPARTMENT COMPLETE:

Dept. Requesting Background Check: _____ Position to be held: _____
Department Contact: _____ Contact's E-mail Address: _____
Employee Type: ___ Faculty ___ Administrative/Exempt ___ Classified ___ University Aide ___ Technical/Prof ___ Student
Type Of Check Required: _____ Investigative/Criminal _____ Educational _____ Consumer Report

APPLICANT COMPLETE:

Applicant Last Name _____ First _____ Middle _____
Social Security # _____ Date of Birth (for ID purposes) _____ Drivers License # _____
Present Address _____ Phone Number _____
City/State/Zip _____ E-mail: _____
IF degree is required, list: Terminal Degree : _____ Date Degree Received: ____/____/____ Major: _____
School : _____ City & State: _____ Country: _____ Start/End Date: ____/____/____ - ____/____/____
Applicant Signature _____

CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY:

I wish to receive a free copy of any Consumer Report and/or Investigative Consumer Report on me that is requested. Revised 08-11-2008

**Summary of Your Rights under the Fair Credit Reporting Act
(Applicant – Keep this sheet for your records)**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence, you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error). The CRA must give you a written report of investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.