

**UNIVERSITY OF NORTHERN COLORADO
BACKGROUND CHECK CONSENT – MOTOR VEHICLE REPORT (MVR)**

As a condition of employment, applicants must complete and pass a post-offer background check. The extent of the background check is based on the position for which you will be hired and its job requirements. Consumer or investigative reports that will be accessed include criminal and motor vehicle, and if the position warrants, educational and/or credit. **For the purposes of *this* background check, records accessed will be limited to motor vehicle records and/or driving history.**

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. The Company will use any such report(s) solely for employment-related purposes. Consumer Reports or Investigative Consumer Reports will be obtained from HireRight, Inc., ("HireRight") located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, social security number, criminal records checks, public court records checks, including civil, driving records, educational records, verification of employment positions held, workers compensation records, personal and professional references, licensing, certification, etc. The information contained in these reports may be obtained by HireRight from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

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. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

LAST NAME

FIRST NAME

MIDDLE NAME

SOCIAL SECURITY NUMBER

DATE OF BIRTH

BEAR NUMBER

DRIVER LICENSE NUMBER

STATE OF ISSUE

DATE OF EXPIRATION

PRESENT HOME ADDRESS

PHONE NUMBER

CITY

STATE

ZIP CODE

UNC DEPARTMENT (IF FACILITIES MANAGEMENT, SPECIFY SHOP)

SUPERVISOR'S NAME

E-MAIL ADDRESS

DRIVER LICENSE PHYSICALLY VERIFIED BY

CLASSIFICATION (CHECK ONE): ☐ Faculty ☐ Classified/Exempt Staff ☐ Student ☐ Temporary ☐ Volunteer

If at current residence less than 3 years list previous address:

PREVIOUS (PERMANENT) ADDRESS / CITY / STATE / ZIP

TYPE OF REPORT REQUIRED – MOTOR VEHICLE

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of **motor vehicle reports** to the University in conjunction with my request to operate University vehicles. I further understand that any and all information contained herein or otherwise disclosed to the University by me may be utilized *at any time* for the purpose of obtaining the **motor vehicle reports** requested by the University. I understand that if the University authorizes me to operate University vehicles, it may request a **motor vehicle report** for verification and insurability purposes at its discretion. I understand that my consent will apply throughout my employment and/or University service, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the University at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the University.

APPLICANT SIGNATURE

DATE

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 08-26-2011

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

(Applicant – Keep this sheet for your records)

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.

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.