



Dear Applicant:

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.

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.

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.

Complete the information on the reverse side of this form and submit a legible copy of driver's license to initiate the background procedures.

Disclosure and Consent Concerning Consumer and Investigative Consumer Reports

University of Northern Colorado



BACKGROUND CHECK 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. I further understand that any and all information contained in my job application or otherwise disclosed to the University by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the University. I understand that if the University hires me, it may request a consumer report and/or an investigative consumer report about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, 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.

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

DEPARTMENT TO COMPLETE

DEPARTMENT NAME: \_\_\_\_\_ POSITION TO BE HELD: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Contact's E-mail/PHONE: \_\_\_\_\_

Employee Type – Check box:  Faculty  Administrative/Exempt  Classified  Volunteer

Temporary Positions:  University Aide (hourly)  Technical/Professional (salary)  Student

Type of Report Required – Check boxes that apply for position:

Investigative/Criminal  Motor Vehicle  Educational  Consumer Report

APPLICANT TO COMPLETE

Applicant First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth (for ID purposes) \_\_\_\_\_

Driver's License # \_\_\_\_\_ Issuing State: \_\_\_\_\_

Present Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number (include area code) \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Previous Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

For Educational Checks:

IF degree is required, list Terminal Degree Conferred \_\_\_\_\_

Date Degree Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Degree Major \_\_\_\_\_  
MM / YYYY

School \_\_\_\_\_ City & State \_\_\_\_\_ Country \_\_\_\_\_

Start/End Date \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / YYYY MM / YYYY

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.

**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.