

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.

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



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 Student

Temporary Positions University Aide (hourly) Technical/Professional (salary) Grant

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 _____

Preferred Name _____ 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 _____

State/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. Revised 01-13-2009