

HUMAN RESOURCES

Background Check

Attention Hiring Manager: You are required to have a criminal background check completed on your final candidate before making an offer of employment in any position. Some positions require additional screening. Please mark the box(es) below to indicate any additional screenings desired. The Employment Office will report to you once the background investigation has been completed.

Name of Hiring Manager _____ Dept./Unit _____

Phone _____ Manager's Banner ID # _____

FOAP: Fund _____ Orgn _____ Hiring Manager's Signature _____

- | | |
|---|--|
| <input checked="" type="checkbox"/> CRIMINAL | <input type="checkbox"/> MOTOR VEHICLE |
| <input type="checkbox"/> EMPLOYMENT | <input type="checkbox"/> CREDIT CHECK (for financial positions only) |
| <input type="checkbox"/> WORKERS COMPENSATION | <input type="checkbox"/> EDUCATION |

*For current prices on any service, please contact HR.

APPLICANT/VOLUNTEER INFORMATION:

Position Applying For _____ Date of Birth ____/____/____

Last Name _____ First _____ Middle _____

Current Phone Number _____ Email Address _____

In the past seven years, have you ever used a name (or names) other than those listed above? _____

If yes, please list all names used (including maiden name): _____

Social Security # _____ DU ID # (if applicable) _____

Driver's License # _____ State _____

Present Address _____

How Long? _____ City _____ State _____ Zip _____

Previous Address _____

(You Must Include Addresses for Past Seven Years) City _____ State _____ Zip _____

Previous Address _____

(You Must Include Addresses for Past Seven Years) City _____ State _____ Zip _____

Previous Address _____

(You Must Include Addresses for Past Seven Years) City _____ State _____ Zip _____

Previous Address _____

(You Must Include Addresses for Past Seven Years) City _____ State _____ Zip _____

*Please attach a list of additional addresses to this document if needed.

In connection with this request, I authorize all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services, and persons to release information they may have about me to the person or company with which this form has been filed. This releases the aforesaid parties from any liability and responsibility for collecting the above information. **NOTE: If applicant/volunteer is under the age of eighteen, a parent or guardian must sign in his/her place.**

Applicant/Volunteer Signature _____ Date _____

FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

DISCLOSURE

As an applicant for employment and/or a volunteer position or a current employee of the University of Denver, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstance exist, the University of Denver may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment, (2) when making a decision whether to offer you employment, (3) when deciding whether to continue your employment (if you are hired), or (4) when making other employment-related decisions directly affecting you.

A "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the University of Denver.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

The University of Denver may request an investigative consumer report. You may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation as well as a written summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize the University of Denver to obtain either a consumer report, an investigative consumer report, or motor vehicle check about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at the University of Denver. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Signature

Date

NOTE: If applicant/volunteer is under the age of eighteen, a parent or guardian must sign in his/her place.