

Please check one:  FSLH  SEMC

Submitted via CIware on \_\_\_\_\_

## EMPLOYEE BACKGROUND INVESTIGATION CONSENT FORM

**DISCLOSURE** In relation to your application for employment, or your current employment, your prospective employer/employer may obtain a consumer report or an investigative consumer report. Such reports may include information as to your character, general reputation, personal characteristics, and mode of living. Also, subsequent reports may be requested to update, renew or extend employment. This disclosure is given to you in compliance with the Federal Fair Credit Reporting Act and applicable state law. You have the right to request additional disclosures as to the nature and scope of the investigation from your prospective employer/employer. Such request must be made in writing.

The following information is for the sole purpose of undertaking an employment background investigation.

Current Name												Previous Name(s) – e.g. maiden name (use additional paper if needed)											
First												First											
Mid												Mid											
Last												Last											
Suffix												Suffix											

Address (No PO Boxes) \_\_\_\_\_

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

County \_\_\_\_\_

Phone \_\_\_\_\_ Gender  Female  Male

Social Security Number \_\_\_\_\_ Date of Birth\* Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Name as appears on Driver's License \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Driver's License State of Issue \_\_\_\_\_

Professional License Type (if applicable.) \_\_\_\_\_ Professional License State \_\_\_\_\_

Professional License Number \_\_\_\_\_ Professional License Expiration Date \_\_\_\_\_

Name of College/Graduate/Technical School Attended: \_\_\_\_\_

Location (City State): \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Last Name (if different while attending above school): \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony?  Yes  No

Do you have any pending criminal charges against you at this time?  Yes  No

If yes to either question, where: \_\_\_\_\_ Date of Offense: \_\_\_\_\_

Nature of Offense: \_\_\_\_\_

Court: \_\_\_\_\_ Case Number: \_\_\_\_\_

Please explain: \_\_\_\_\_

**A conviction record will not necessarily be a bar to employment. Factors such as job relatedness, age at the time of the offense, type of offense, and rehabilitation will be taken into account.**

**AUTHORIZATION RELEASE** I certify receipt of this notice and the attached summary of rights and hereby give permission to my prospective employer/employer and its agents to verify the information submitted by me and to conduct a background investigation on me. I understand this may include social security number verification and address history, criminal history, driving history, a credit report, education history, license/certification verification, past employment information, reference checks and/or any other public records. I authorize the complete release of these records. Such verification shall not constitute a violation of my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this information. I understand that the sole purpose of obtaining this information is for employment reasons. I understand that I must provide my date of birth to adequately complete the background investigation, and acknowledge that my date of birth will not affect any hiring decision.

**ACKNOWLEDGEMENT** I acknowledge receiving a summary of my rights under the FCRA and a copy of the NY Corrections Law Article 23-A. **New York Applicants Only** Upon written request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

Print Name of Applicant/Employee \_\_\_\_\_ Signature of Applicant/Employee \_\_\_\_\_ Date \_\_\_\_\_

\* This information is for consumer report purposes only. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.