



RELEASE AND AUTHORIZATION

I \_\_\_\_\_ in connection with my application for employment at Northeastern State University hereby authorize Northeastern State University and screeningONE, Inc. to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of Northeastern State University as a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.
2. All reports are confidential, and provided to Northeastern State University for employment decisions only.
3. I may review or obtain a copy of my report as provided by law. screeningONE may be contacted by writing to: screeningONE, Inc., 1860 N. Avenida Republica de Cuba, Tampa, FL 33605.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Northeastern State University or screeningONE.
5. I further release all of the above, including Northeastern State University and screeningONE, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

I request a free copy of any Consumer Report, or Investigative Report on me that is requested.

YES \_\_\_\_\_ NO \_\_\_\_\_

I, \_\_\_\_\_, hereby consent and authorize Company and/or screeningONE, Inc. on the employer's behalf, to prepare each report as defined above for employment purposes before employment or anytime after employment.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      Social Security Number

**Date Of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Former Names                      Date of Name Change

\_\_\_\_\_  
Name on Drivers License                      Driver's License or I.D. Number State of Issue

\_\_\_\_\_  
Date of birth month and day is mandatory, year is optional.

PLEASE PROVIDE ALL STREET ADDRESSES WHERE YOU HAVE LIVED FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES

CURRENT:

\_\_\_\_\_

FORMER:

\_\_\_\_\_

FORMER:

\_\_\_\_\_

FORMER:

\_\_\_\_\_

FORMER:

\_\_\_\_\_

FORMER:

\_\_\_\_\_

FORMER:

\_\_\_\_\_

May we contact your current employer?    Yes    No



## DISCLOSURE

For the benefit of Northeastern State University and employees, Northeastern State University has a policy of performing pre-employment background screening on job applicants as a condition of employment. This policy is a business practice that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by screeningONE, Inc., an outside agency. Northeastern State University may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, worker's compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact Company or screeningONE, Inc. at (888) 327-6511, or at 1860 N. Avenida Republica de Cuba, Tampa, FL 33605.
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the potential employee to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).