

# BACKGROUND CHECK DISCLOSURE

For everyone's benefit, **Utah System of Higher Education** (employer) has a policy of pre-employment background screening reports on consumer/applicant/employees as a condition of employment. This policy is a business necessity 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 an outside agency - Employment Screening Resources (ESR). As a result, the employer may obtain a Consumer Report and/or an Investigative Consumer report on you as an applicant or during employment.

- 1. A Consumer 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 my driving record, civil and criminal court records, credit, education, credentials, identity, past addresses, social security number, previous employment, professional references and personal references.
- 2. A Consumer Report** may also include reference checks from former employers, co-workers or references for the purposes of obtaining 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 the employer or Employment Screening Resources (ESR) at 888.999.4474, or at 7110 Redwood Blvd., Suite C, Novato, CA 94945.
- 3. California Provisions:** In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: you have the right to inspect ESR's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals shows proper identification and pays for any copying or toll charges; the consumer/applicant/employee may be accompanied by one other person who must show proper identification; and trained ESR personnel will explain any of the information in the report and will provide written explanation for any coded information.
- 4. CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS/EMPLOYEES ONLY:**

Check box to receive a free copy of any requested Consumer Report, Investigative Consumer Report or Credit Report on you.

## AUTHORIZATION

I, \_\_\_\_\_, acknowledge receipt of the above DISCLOSURE and hereby authorize Employer and Employment Screening Resources (ESR) a Consumer Reporting Agency, to perform an employment background check (including future screenings for retention, reassignment or promotion if applicable unless revoked in writing). **I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, licensing/credentialing agencies and agencies that provide motor vehicle driving records to provide all information that is requested by employer or ESR.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

# BACKGROUND CHECK AUTHORIZATION

(for use by Employment Screening Resources (ESR))

I, \_\_\_\_\_, hereby authorize **Utah System of Higher Education** (Employer) and **Employment Screening Resources (ESR)**, a Consumer Reporting Agency, to perform an employment background check (including future screenings for retention, reassignment or promotion if applicable unless revoked in writing). I also understand and agree to the following:

1. **A background check is not only for the benefit of the company as a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant/employee.**
2. I HAVE SIGNED A SEPARATE DISCLOSURE DOCUMENT CONCERNING MY RIGHTS.
3. All reports are **confidential** and provided to the above employer for employment decisions only. In the event that I am employed through a staffing firm or other agency, the report may be released to the place of employment where I am actually working. Reports are done in strict compliance with the Fair Credit Reporting Act (FCRA), the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws. **ESR** does not make or give any hiring opinions.
4. I may review or obtain a copy of my report as provided by law. **ESR** may be contacted by writing to: Employment Screening Resources (ESR), 7110 Redwood Blvd., Suite C, Novato, CA 94945 (Phone 888.999.4474).
5. **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 driving records to provide all information that is requested by employer or ESR.**
6. I certify that all statements by me contained herein are true.
7. I agree that a copy or fax of this document shall be as valid as the original; ESR may contact me by phone to clarify information. **(Area code) and Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_

## Please indicate the following:

1. Have you ever been convicted of a crime? (Please exclude convictions for minor marijuana related offenses, convictions that have been sealed or legally eradicated and a misdemeanor conviction for which probation was completed and the case was dismissed.)  **Yes**  **No**
2. Are you currently out on bail, or released on your own recognizance pending trial or have a pending warrant?  **Yes**  **No**
3. If the answer to either one is YES, please explain (an affirmative answer to any of the above will not necessarily disqualify you from employment). \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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

## PLEASE PRINT CLEARLY. ANY INFORMATION THAT IS NOT LEGIBLE WILL CAUSE DELAY.

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

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
Date of Birth (Month and Day Mandatory/Year Optional) Former Names/other names used Date of Name Change

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

May we contact your current employer?  **Yes**  **No**

PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES (USE BACK IF NEEDED)

CURRENT : \_\_\_\_\_  
FULL STREET ADDRESS APT # CITY STATE ZIP CODE YEARS

FORMER : \_\_\_\_\_  
FULL STREET ADDRESS APT # CITY STATE ZIP CODE YEARS

FORMER : \_\_\_\_\_  
FULL STREET ADDRESS APT # CITY STATE ZIP CODE YEARS

FORMER : \_\_\_\_\_  
FULL STREET ADDRESS APT # CITY STATE ZIP CODE YEARS

Check here if **ADDITIONAL** addresses on back