



**DISCLOSURE AND AUTHORIZATION FORM  
TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

**DISCLOSURE**

In considering you for employment and, if you are employed, in considering you for a subsequent promotion, assignment, reassignment, retention, or discipline, Colorado Mesa University may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency.

Reports will be obtained from Intellicorp Records, Inc. (Intellicorp) located at 3000 Auburn Drive, Suite 410 Beachwood, OH 44122 (or from other such agent as the University determines). Intellicorp can be contacted at 216-450-5200.

For explanation purposes: A "consumer report" is a 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 making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records. An "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with you prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (FCRA).

Under the FCRA, before the University can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

**AUTHORIZATION**

I have read and understand the forgoing Disclosure, and allow Colorado Mesa University to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize Colorado Mesa University to obtain any such report and to share the information received with any person involved in the employment decision about me. I authorize the investigation of any and all statements contained in my application or resume and/or any other related application materials I have submitted for consideration in seeking employment with Colorado Mesa University.

I authorize any person, educational institution, current or former employer, or company to disclose in good faith any information they may have regarding my qualifications and fitness for employment including those I have listed in my application materials.

I agree that this Disclosure and Authorization in original, faxed, photocopied or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the University.

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Printed Name

Signature

Date



**PERSONAL INFORMATION**

I understand that to facilitate the proper identification of my file or records, my disclosure of the personal information requested on the following pages is necessary.

Applicant Last Name:	First:	Middle:
Previous Names or Aliases:		
Social Security #:	Date of Birth (*ID purposes only):	
Driver's License # and State of Issue:	Phone Number:	
Present Street Address:		
City/State/Zip (country if other than U.S.)		
* Federal Law prohibits discrimination against persons aged 40 and over. Date of birth is used for verification purposes only and is not released to the hiring official or search committee prior to an individual's acceptance of employment.		

**ADDRESSES**

Prior residential addresses within the past seven (7) years. Attach additional page if necessary.

1)	_____ to _____
Street Address, City, State, Zip	Dates of Residence
2)	_____ to _____
Street Address, City, State, Zip	Dates of Residence
<b>If you have lived internationally within the last seven (7) years, please ask for an international search form.</b>	

**EMPLOYMENT HISTORY**

Start with your current or last job, include job-related military service assignments and volunteer activities. Please include information for past seven (7) years. Attach additional sheets if necessary.

<b>Name &amp; Address of Employer:</b>	<b>Dates:</b>	<b>Job Title:</b>
		<b>Supervisor:</b>
<b>Telephone:</b>		<b>Reason for Leaving:</b>
<b>May we contact this employer:</b> Yes _____ No _____		

<b>Name &amp; Address of Employer:</b>	<b>Dates:</b>	<b>Job Title:</b>
		<b>Supervisor:</b>
<b>Telephone:</b>		<b>Reason for Leaving:</b>
<b>May we contact this employer:</b> Yes _____ No _____		



**GENERAL INFORMATION**

	<b>Circle One</b>
1. Have you ever been discharged or asked to resign from any position? If "yes" please give detailed explanation below.	Yes / No
2. a. Have you ever been convicted or entered a plea of guilty or no contest, or received a deferred prosecution or judgment for a felony or misdemeanor? <i>Note: You may omit any offense committed which was finally adjudicated in a juvenile court or under a Youth Offender law, or for which records have been officially sealed.</i>	Yes / No
b. Do you have any current or pending criminal charges?	Yes / No
c. While in the military service, where you ever convicted by a general court martial?	Yes / No / N.A.

If "yes" to 2a, 2b or 2c, please provide background information including date(s) of conviction(s) or arrest(s), type of criminal offense & disposition or sentence imposed. If more room is needed please submit on a separate sheet of paper.

NOTE: A conviction will not automatically exclude you from employment consideration.

Date	Charge	City & State / Court	Disposition/Sentence Imposed

- Check if you would like a copy of the background e-mailed to you. ( Provide e-mail address)
- I have been provided a copy of "A Summary of Your Rights Under the FCRA"
- I have read the Background Disclosure and Authorization form and understand my rights

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Email Address

**Additional State Law Notices**

**California:** Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Intellicorp. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at Intellicorp'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. Intellicorp 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.

**Maine:** You have the right upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the University, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such investigative consumer reports.

**New York:** You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

Para informacion en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT. (1-888-567- 8688).
- **You may seek damages from violators.** If a consumer reporting agency, or in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25 A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box # 11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>

4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8 <sup>th</sup> Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Protection Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357