



**DISCLOSURE 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.

Applicant Signature

Date



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

AUTHORIZATION

I have read and understand the foregoing Disclosure and authorize Colorado Mesa University to obtain and rely upon consumer reports or investigative consumer reports concerning me. By my signature below, I authorize Colorado Mesa University to obtain any such reports and to share the information received with any person involved in their decision about me.

I do _____ do not _____ authorize you to contact my current and/or previous employer for Employment and Reference Verifications. (Please circle "current," "previous," or both.)

This will authorize immediate inquiries to your current employer's Human Resources Department and to any listed supervisors or references in the Employment/Reference section of your application.

I also agree that this 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 Colorado Mesa University.

Printed Name

Applicant Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under the age of 18)

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.)		
<p>* 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. **Drivers' license information is only required if driving is a duty of the position.</p>		

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
If you have lived internationally within the last seven (7) years, please ask for an international search form.	

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.

Name & Address of Employer:	Dates:	Job Title:
		Supervisor:
Telephone:		Reason for Leaving:
May we contact this employer: Yes _____ No _____		

Name & Address of Employer:	Dates:	Job Title:
		Supervisor:
Telephone:		Reason for Leaving:



May we contact this employer: Yes _____ No _____		

GENERAL INFORMATION

	Circle One
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?	Yes / No
b. Do you have any current or pending criminal charges?	Yes / No
c. While in the military service, were 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

Individuals who are or will be employed in California, Minnesota, and Oklahoma: You may request a free copy of any consumer report or investigative consumer report we obtain on you by checking the box.

Individuals who are or will be employed in Massachusetts and New Jersey: By checking the box, you are acknowledging that you have been informed of your right to request a copy of the investigative consumer report we obtained on you and you are exercising your right to obtain a copy of that report.

A Summary of Your Rights Under the Fair Credit Reporting Act

Para informacion en español, visite 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 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 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 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.

- **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.

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

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 th 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