



**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