

Criminal Background Check Authorization and Disclosure Notice Form

Position Information

Position Title _____		
Department _____		
Department Contact / Supervisor (if unsure, please contact the hiring department to get accurate contact info)		
Name _____	Phone # _____	Email _____

Applicant / Candidate Information

Full Legal Name		
First _____	Middle _____	Last _____
Other Name(s) Used in the Last Seven (7) Years [maiden name, previous married name(s), aliases, etc.] _____		
Current Mailing Address		
Street _____	City _____	State _____ Zip _____
If you have not lived at your current address for the last seven (7) years, please complete the following providing seven years of history. [Add additional pages as needed]		
From _____ To _____	City _____	State _____ Zip _____
From _____ To _____	City _____	State _____ Zip _____
From _____ To _____	City _____	State _____ Zip _____
SSN _____	Date of Birth (MM/DD/YYYY) _____	Driver's License: _____
	/ /	Number _____ State _____
Primary Phone Number _____		Email Address _____
Have you ever been convicted of a crime? _____ If yes, please provide details regarding the conviction. It is important to note that a yes answer does not necessarily disqualify you from employment. Providing additional information regarding a conviction helps to expedite the review process. Add additional pages as necessary.		
*****Complete this section ONLY if you have lived outside of the United States in the last 7 years*****		
Father's Full Name _____		
Mother's Full Name _____		Mother's Maiden Name _____
International Residences:		
Municipality _____	Reg/Prov _____	Country _____ Postal Code _____
Municipality _____	Reg/Prov _____	Country _____ Postal Code _____
Municipality _____	Reg/Prov _____	Country _____ Postal Code _____
I certify and authorize the University or designated agency to conduct a background investigation as outlined in the Disclosure Notice and Authorization for Background Investigation on page 2. I am also aware of how to access a summary of my rights under the Fair Credit Reporting Act (see page 2).		
Applicant Signature [or Parent/Guardian Signature for minors] _____		Date _____

Mark correspondence as "Confidential" Return completed form by only one (1) of the methods below:		Deliver in Person to: University of Oregon, HR 677 East 12th Ave, Suite 400 Eugene, OR 97403
Fax to: 541-346-2548	OR	Email to: backgroundcheck@uoregon.edu
	OR	

DISCLOSURE NOTICE FOR BACKGROUND INVESTIGATION

University of Oregon (the “university”) may request, for lawful employment purposes, background information about you from a third party or agency in connection with your application for employment or volunteer service or if you are contracted to provide services to the university. The university may obtain background information, such as criminal history information, credit reports (commonly known as “credit history checks”), or other such related reports. A credit history check will only be conducted in narrow circumstances pursuant to applicable law. Additionally, the university may obtain education history, work history and reference information regarding your employment and performance from current and former employers and personal and professional references in the course of conducting recruitment and selection processes.

The university or designated agency will prepare or assemble criminal reports, educational history, and other similar background reports for the university’s use in conducting a background investigation. The types of information that may be obtained by the university in the course of verifying your background information may include, but are not limited to: address history; criminal records and history; public court records; driving records; accident history; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; and other information bearing on your character, general reputation and personal characteristics. This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews; and other information sources.

Not all criminal convictions or financial problems will preclude applicants from university employment. The information will be reviewed for the type of offense (if any) and its relevance to the position and a determination made if the information received in the background check disqualifies the candidate from that specific job.

University of Oregon is an affirmative action/equal opportunity employer. You may have rights under Title VII of the Civil Rights Act of 1964. If you wish to obtain further information, you must contact the Oregon Bureau of Labor and Industries.

AUTHORIZATION FOR BACKGROUND INVESTIGATION

I have carefully read and understand this Authorization and Disclosure Notice Form. By my signature on the front of this document, I consent to the university obtaining background information for purposes related to employment, volunteer service, or contracting for services. My consent includes preparation of background reports and related information by the university or a law enforcement agency and to the release of such background reports and related information to the university and its designated representatives and agents, for the purpose of assisting the university in making a determination as to my eligibility for employment, promotion, retention, volunteer service or for other lawful purposes related to employment or contracting for services. I also authorize the university to obtain any reports or background information necessary to verify my identity and fitness for the position for which I am applying. I understand that refusal to consent to a background check or to release related background information may disqualify me from consideration. I understand that information contained in my employment, volunteer service application or service contract or otherwise disclosed by me before or during my employment or service, if any, may be used for the purpose of obtaining and evaluating background reports on me. I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information regarding me that is requested by the university, the university’s contracted reporting agency, or law enforcement agency either orally or in writing.

I understand that personally identifiable information, such as date of birth, may be requested by the university or law enforcement agencies solely for the purpose of accurately verifying my identity. If there is a need to verify my identity, I understand that I may be asked by the university to submit additional information as requested by the university. Failure to provide additional information to verify my identity may cause me to be removed from further consideration.

I understand that nothing herein may be construed by me as an offer of employment, appointment to a volunteer service position, or a contract for services by the university.

I understand that further consideration by the university of my candidacy is contingent upon my consenting below and, therefore, I acknowledge that I authorize the university to obtain such reports and background information. I understand a copy of my Authorization and Disclosure Notice Form will be maintained on file by the university in accordance with state rules and laws.

I understand that I have the right to receive a copy of my background report from CICS Employment Services and any records resources that have provided this information to the university.

I also understand that before I am denied employment based, in whole or part, on information contained in my criminal background or credit report, I will be provided a copy of the report or reports and a written copy of my rights under the Fair Credit Reporting Act: www.ftc.gov/credit, if applicable. I understand that if I am going to dispute the accuracy of information in the report, I must notify the university in accordance with the instructions provided in the university’s notification letter to me. I understand that appealing the university’s decision or challenging information provided to the university by the reporting agency will not cause a delay or postponement of the university hiring process or employment decisions.

I hereby release and discharge, to the extent permitted by law, University of Oregon, its employees, and any individual or agency obtaining information on the university’s behalf, for any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and disclosure of information in connection with this background investigation.