

INFORMATION AND CONSENT CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

(Required before proceeding with background checks by Act 15 U.S.C.)

TO BE COMPLETED BY HIRING AUTHORITY:

Department name _____	Department ID # _____
Department phone number _____	Requisition # _____
Applicant's full name _____	Position/Job title _____

APPLICANT: Please read the information below and complete the following forms

- Information and Consent form (see page 2)
- Disclosure Statement

This form has been provided to you because the University may request a consumer report and/or investigative consumer report, as defined by the Fair Credit Reporting Act, which also governs the procurement of background reports for employment purposes. The University will request such reports solely for employment-related purposes.

The consumer report and/or investigative consumer report will be obtained from HireRight, Inc. ("HireRight") located at 2100 Main Street, Suite 400, Irvine, CA 92614. HireRight can be contacted at 800-400-2761. The information sought may include but not be limited to a number of sources, such as criminal conviction records; public court records; and when applicable, Department of Motor Vehicle records; credit reports; verification of highest degree; and, if applicable, current professional license or certification earned. HireRight and the University will keep the information in strict confidence.

Although HireRight may not be doing a background check on your credit history, since such credit report information is not requested when such information has no employment-related purpose, the rules outlined in the Fair Credit Reporting Act, 15 U.S.C § 1681g(a), also apply to criminal background checks and, upon your request, HireRight shall disclose to you a copy of the report in your file at the time of the request. Also on request, you can receive a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. § 1681g(c). You have the right to request additional disclosures of the nature and scope of the investigation pursuant to a pre-adverse or adverse action by the University.

CONSENT

I have read carefully and understand this Information and Consent Form and, by my signature below, consent to the release of a consumer and/or investigative consumer report, as defined above, to the University in conjunction with my letter or indication of interest and resume or application for employment. This consent form in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the University at this time or in the future relative to any employment position.

NOTICE TO APPLICANTS WHO ARE CALIFORNIA RESIDENTS

Under section 1786.22 of the California Civil Code, you may inspect the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the cost of duplication services, by appearing at HireRight offices in person, during normal business hours and on reasonable notice, or you may receive a summary of the file by mail. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, one other person may accompany you.

APPLICANT SIGNATURE _____ **Date** _____

PRINT NAME _____



NOTICE TO RESIDENTS OF CALIFORNIA, MINNESOTA, AND OKLAHOMA

In accordance with the laws of California, Minnesota, and Oklahoma, a resident of one of those states has the right to receive a free copy of his or her consumer report and/or investigative consumer report by checking the box.

___ Yes, I wish to receive a free copy of the consumer report and/or investigative consumer report requested on me.

TO BE COMPLETED BY APPLICANT (PLEASE PRINT):

Last Name _____ First _____ Middle _____

Present Address _____

City/State/Zip Code _____ Phone _____

E-Mail Address: _____

Social Security # _____ Date of Birth (for ID purposes only) _____

Name on Driver's License _____ Driver's License # _____

State of License _____ Expiration Date on License _____

List any other **CITIES AND STATES** in which you have lived during the previous 7 years.

List any other **LAST NAMES** you have used during the previous 7 years.

___ Check this line if you wish to enter your own personal information into the HireRight system. Please watch for an e-mail from HireRight to proceed with your request. Your information must be entered within two (2) days of receipt of the e-mail, otherwise, the Dept of Human Resources will proceed with entry. *Please note, with this option, you are still required to provide the information above.

PLEASE RETURN COMPLETED FORM VIA MAIL OR FAX:

Mailing address

Betsy Behning
Department of Human Resources
Attn: Background Checks
255 Darland Administration Building
1049 University Drive
Duluth, MN 55812

Phone: 218-726-6740
Fax: 218-726-75 05

