

## MEMORANDUM

**To:** Applicants for Employment  
Current Faculty and Staff

**From:** The Southwestern University Human Resources Department

**Re:** Disclosure Statement: Fair Credit Reporting Act

---

Because you have received an official offer of employment (“letter of appointment”) contingent on the successful completion of a Background Check in accordance with the University’s Background Check Policy, we are required to disclose to you that Southwestern University may obtain a consumer report from a consumer reporting agency to be used for the lawful purpose of qualifying you for employment. The information acquired through such a report may include all or part of the following information:

- Criminal arrest and conviction records from law enforcement agencies;
- Worker’s Compensation history records;
- Driving records

To complete this final step of the employment process, we request that you complete and sign the enclosed Notice and Acknowledgment form, which will allow the University to obtain this information.

Once you return the completed Notice and Acknowledgment form to the Human Resources department, the University will initiate the Background Check process as appropriate for the position you have been offered.

The University has contracted with EmployeeScreenIQ to conduct background check services. If clarification of your Notice and Acknowledgment form is needed, you may be contacted by an EmployeeScreenIQ representative. The contact information for EmployeeScreenIQ is as follows:

EmployeeScreenIQ  
4853 Galaxy Parkway, Building K  
Cleveland, Ohio 44128  
1-800-235-3954  
1-888-390-4617 (fax)

EmployeeScreenIQ will mail to you any reports generated through the Background Check process. Additionally, you will be notified by a representative of the Human Resources department when your Background Check is completed.

For your information, a summary of your rights under the Fair Credit Reporting Act and the University's Background Check Policy are enclosed for your review.

The University protects the confidentiality and integrity of personal consumer information as required by federal and state law. More information about the University's Information Security Plan can be found in the Staff Handbook and the Faculty Handbook.

Below is a list of the initial background searches/verifications which the University may request from EmployeeScreenIQ:

Identification Confirmation Search:

- Social Security Number Trace
- Motor Vehicle Records
- Credit Check (for select positions only)

Criminal Background Search:

- Countywide Felony/Misdemeanor Record Search by identified names

At the University's discretion, it may be determined to conduct additional searches and/or verifications due to the results received from the initial searches listed above. If the University chooses to perform such searches, a representative from the Human Resources department will contact you prior to the additional search being conducted.

Please Note: You may, at any time during the recruitment process, choose to withdraw your application for employment. Once you have received an official contingent Letter of Appointment (the University's contingent offer of employment), you may decline to complete the Notice and Acknowledgment form; however, this will necessarily preclude you from securing employment with the University and the University will rescind its contingent offer.

If you have any questions about the University's Background Check Policy, please contact the Human Resources department at 512-863-1435. We appreciate your understanding and cooperation regarding this important process.