Southwestern University Applicant Release (Disclosure of Use for Consumer Reports for Employment Purposes)

SECTION 604(a) OF THE FAIR CREDIT REPORTING ACT, 15 U.S.C. 1681b(a), ENUMERATES THE PERMISSIBLE CIRCUMSTANCES UNDER WHICH A CONSUMER REPORTING AGENCY MAY FURNISH YOUR CONSUMER REPORT TO A THIRD PARTY SUCH AS YOUR EMPLOYER. ONE SUCH PERMISSIBLE PURPOSE, LISTED AT SECTION 604(a)(3)(B), IS THAT "**ANY CONSUMER REPORTING AGENCY MAY FURNISH A CONSUMER REPORT…TO A PERSON WHICH IT HAS REASON TO BELIEVE INTENDS TO USE THE INFORMATION FOR EMPLOYMENT PURPOSES.**" THEREFORE, IT IS LAWFUL UNDER FEDERAL LAW FOR THIS EMPLOYER TO SEEK AND OBTAIN, FOR EMPLOYMENT PURPOSES, A COPY OF YOUR CONSUMER REPORT FROM A CONSUMER REPORTING AGENCY.

I, _____, have read and understand the above notice which **Southwestern University** provided to me on _____, which explains that it is permissible under the Fair Credit Reporting Act for that employer to either procure or cause to be procured, from a consumer reporting agency, a copy of my consumer report to be used by that employer for employment purposes. I further understand that the above-mentioned employer will make a request for an investigative report. This investigative consumer report will contain information on my character, reputation, personal characteristics, or mode of living. Pursuant to section 606(a)(1)(B) of the Fair Credit Reporting Act, 15 U.S.C. & 1681d(a)(1)(B), I understand that I have the right to request a complete and accurate description of the nature and scope of the investigation. (Should you make such a request, such description shall be provided within five (5) days of the request.)

I hereby authorize **Southwestern University** and its agent **BackGround Information Services, Inc**. to procure or cause to be procured a copy of my consumer report and/or investigative consumer report from a consumer reporting agency. This consent authorizes the employer to procure a consumer report and/or an investigative consumer report at any time during my employment for an employment purpose.

_____ _____

DATE SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE

_____

SOCIAL SECURITY NUMBER

_____

Date of Birth (For Background Purposes Only)

_____

Drivers License Number State

Initial Background Check Only

Current Address:

_____

Previous Addresses (Last 7 years):

_____

_____

_____

_____

Previous Employers'/Educational Institutional Addresses and/or Counties Last 7 years:

_____

_____

_____

_____

Any other names I have been known by (including maiden name):

_____

This disclosure further serves as a request that any present or former employer, police department, educational or financial institution or other person having personal knowledge about me to furnish BackGround Information Services, Inc. and its affiliates or representative any and all information in their possession regarding me in connection with my application for employment. A photocopy/facsimile of this authorization may be accepted with the same authority as the original and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. Educational institutions are authorized to release my Grade Point Average.

********Southwestern University does not conduct credit reports**

☐ **Please check here to have a copy of your consumer report sent directly to you by Background Information Services, Inc. at the address listed above.**

1-800-235-3954 **www.employeescreen.com**