

**RELEASE AUTHORIZATION AND
FAIR CREDIT REPORTING ACT DISCLOSURE
[FOR EMPLOYMENT PURPOSES]**

The applicant for employment acknowledges that **Columbia State Community College** may now, or at any time while employed, verify information within the application, resume or contract for employment. In the event that information from the report is utilized in whole or in part in making an *adverse decision*, before making the adverse decision, we will provide to you a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Please be advised that we may also obtain an *investigative consumer report* including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your present and previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the investigation requested.

Additional information concerning the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*, is available at the Federal Trade Commission’s web site (<http://www.ftc.gov>).

By signing below, I hereby authorize all entities having information about me, including present and former employers, personal references, criminal justice agencies, departments of motor vehicles, schools, licensing agencies, and credit reporting agencies, to release such information to the company or any of its affiliates or carriers. I acknowledge and agree that this Release and Authorization shall remain valid and in effect during the term of my employment.

Name _____
(Print Full Name) (Signature of Applicant) Date

**INFORMATION FOR PROCESSING OF BACKGROUND SCREEN REPORTS ONLY
(to be used for no other purposes)**

Other names used (alias, maiden, nickname) _____
Dates of Use

Social Security #: _____ - _____ - _____ *Date of Birth: ____/____/____ *Gender _____
 *Information will enable proper identification in the even adverse information is discovered during the course of this background search.

Current Residence Address: _____
(Number & Street) City State Zip County

List all Residence Addresses in Past Seven Years (attach additional sheets if necessary)

_____	_____	_____	_____	_____	_____
<small>Dates</small>	<small>(Number & Street)</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	<small>County</small>
_____	_____	_____	_____	_____	_____
<small>Dates</small>	<small>(Number & Street)</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	<small>County</small>
_____	_____	_____	_____	_____	_____
<small>Dates</small>	<small>(Number & Street)</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	<small>County</small>

Driver’s License Number _____ State of Issuance _____

Education Information (Highest Degree Earned) _____

1) Institution Attended: _____ City - State _____
 Degree _____ Degree Status: _____ Dates Attended _____

2) Institution Attended: _____ City - State _____
 Degree _____ Degree Status: _____ Dates Attended _____

For Maine Applicants Only: Upon request, you will be informed whether or not an investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from us, within 5 business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports.

For New York Applicants Only: You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

For Washington Applicants Only: If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

For California*, Minnesota, and Oklahoma Applicants Only: A consumer credit report will be obtained through Truescreen®, Inc., P.O. Box 541, Southampton, PA 18966. If a consumer credit report is obtained, I understand that I am entitled to receive a copy. I have indicated whether with my initial if I would like a copy: Yes _____ No _____

If an **investigative consumer report** and/or consumer report is processed, I understand that I am entitled to receive a copy. I have indicated with my initials whether I would like a copy. Yes _____ No _____

***California Applicants:** If you chose to receive a copy of the consumer report, it will be sent within three (3) days of the employer receiving a copy of the consumer report and you will receive a copy of the investigative consumer report within seven (7) days of the employer's receipt of the report (unless you elected not to get a copy of the report).