BAYLOR UNIVERSITY

CONSENT AND DISCLOSURE FORM

Baylor University conducts pre-employment and post-employment screening, including criminal background checks, on certain employees to substantiate their qualifications for employment. I understand that Baylor University may utilize the services of a consumer reporting agency such as Choicepoint Inc. as part of the procedure for processing this screening. I also understand that Baylor University may obtain further information through subsequent investigations by Choicepoint Inc. so as to update, renew or extend my employment. In accordance with the Fair Credit Reporting Act, this information may only be used to verify statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statute(s).

APPLICANT RELEASE

I understand an investigative report may be generated on me which may include obtaining information from the last seven (7) years regarding, among other items, my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, county and city jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm, corporation, present and/or past employers and public agencies (including the Social Security Administration and the Department of Homeland Security) subject to state and federal law. I fully understand that Baylor University and/or Choicepoint Inc. may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for Baylor University and/or Choicepoint Inc. to do so.

I understand that I have the right to receive notice about the nature and scope of any investigative consumer report requested within five days after Baylor University receives my request or five days after the investigative consumer report was requested, whichever is later. I also understand that before I am denied employment based, in whole or in part, on information obtained in the investigative consumer report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. I understand if I disagree with the accuracy of any information in the report, I must notify Baylor University within five business days of my receipt of the report. If I notify Baylor University within five business days of the receipt of the report that I am challenging information in the report, Baylor University will not make a final decision on my employment status until after I have had a reasonable opportunity to address the information contained in the report.

I hereby consent to this investigation and authorize, without reservation, any one contacted by Baylor University and/or Choicepoint Inc. to furnish the information as stated above. In order to verify my identity for purposes of the background investigation I am voluntarily releasing my date of birth for my own behalf and fully understand that age is not a consideration of employment. In addition, I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.

Applicant's Signature _____ **Date** _____ **E-mail** _____

Printed Name (First Name) _____ **Middle Name** _____ **Last Name** _____ **Phone** _____

Maiden Name/Other Names Used _____ **Social Security Number** _____

Date of Birth _____ **Driver's License Number** _____ **State of Issue** _____

Current Address _____ **City** _____ **State** _____ Zip _____

Permanent Address _____ **City** _____ **State** _____ **Zip** _____

Other cities or towns in which you have resided over the last 7 years (Attach additional form if necessary)

City _____ **State** _____ **Zip** _____ **Dates** _____

City _____ **State** _____ **Zip** _____ **Dates** _____

Have you ever been convicted or plead guilty to a felony? ☐ **No** ☐ **Yes** (A conviction will not automatically disqualify you from consideration). If yes, please explain: _____

(For Office use only:) BU ID_____**Dept/Affiliation**_____**Status(undergrad/grad/fac/staff)**_____