

DISCLOSURE AND AUTHORIZATION FORM
TO OBTAIN BACKGROUND SCREENING FOR EMPLOYMENT PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Yavapai College may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as Sentry Link, A-Check America, Inc. , etc.

For explanation purposes:

A “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records.

An “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before Yavapai College can obtain a consumer report or investigative consumer report for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

PERSONAL DATA *(Please print)*

| | | | | |
|---|--|----------------|--|-----|
| Last Name: | | First Name: | | MI: |
| Other Names Used (including maiden name): | | | | |
| Address (Mailing): | | | | |
| Address (Physical Address): | | | | |
| Phone: | | Email: | | |
| SS#: | | Date of Birth: | | |

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize Yavapai College to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment. By my signature below, I authorize Yavapai College to obtain any such reports and to share the information received with any person involved in the employment decision making process.

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested on behalf of Yavapai College.

I am aware of the right to make a request to the appropriate consumer reporting agency upon proper identification, the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports which the consumer reporting agency has previously furnished within the two year period preceding my request.

I certify that all of elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and/or my discharge after employment.

I hereby authorize Yavapai College to investigate my background, references, employment record and other matters related to my eligibility, qualifications and suitability for employment. This may include a criminal background check and a check on my driving record. I also authorize my former employers or any third party to disclose to YC all reports and other information related to my eligibility, qualifications and suitability for employment, personal or otherwise, without giving me prior notice of such disclosure.

Signature

Date