



University of Colorado Denver

BACKGROUND DISCLOSURE AND AUTHORIZATION

In connection with my application for employment/training or continued employment/training with the University of Colorado Denver (“UCD” or the “University”), and/or my application for admission or continued enrollment at the University, I understand that the University may request “consumer reports” and/or “investigative consumer reports”(collectively “Background Check Reports”) on me pursuant to the Fair Credit Reporting Act.

I understand that the Background Check Reports will be obtained by the University from **HireRight, Inc.** (“HireRight”), a consumer reporting agency that is located at 2100 Main Street, Suite 400, Irvine, CA 92614. HireRight can be contacted at 800-400-2761. Any such Background Check Reports may contain information bearing on my character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: credit reports (for certain employment positions only), social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, workers compensation records, personal and professional references checks, licensing and certification checks, etc. The information contained in these Background Reports may be obtained by HireRight from private and/or public record sources, including sources identified by me in my job and/or enrollment application or through interviews or correspondence with my past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

The nature and scope of any investigative consumer reports that may be requested is explained above. You are nonetheless entitled to request more information about the nature and scope of such reports by submitting a written request to the University at: **UCD Human Resources Office, P.O. Box 173364, Mail Stop 130, Denver, Colorado, 80217-3364.**

I acknowledge that the University has with this form provided me a summary of my rights under the Fair Credit Reporting Act in a form issued by the Federal Trade Commission and entitled “Summary of Your Rights Under the Fair Credit Reporting Act” located at <http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre35.pdf>. If I am presently a resident of California, Maine or New York, I have reviewed the additional state law disclosure information attached.

By my signature below, I expressly authorize and instruct HireRight to perform and release to the University a Background Check Report(s) on me at the request of the University in conjunction with my job and/or enrollment application. I understand that if the University hires and/or admits me, my consent will apply throughout my employment and/or enrollment to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the University and to HireRight. I understand that, to the extent allowed by law, information contained in my job and/or enrollment application or otherwise disclosed by me before, during or after my employment and/or enrollment, if any, may be utilized for the purpose of obtaining Background Check Reports.

I understand that, to the extent allowed by law, information contained in my job and/or enrollment application or otherwise disclosed by me before, during or after my employment and/or enrollment, if any, may be utilized for the purpose of obtaining Background Check Reports.

I understand that any false statements or deliberate omissions on this document or any other document I file with UCD may be grounds for disqualification from employment/admission or, if discovered after I have been admitted or employment begins, could result in discipline up to and including my termination of employment/enrollment.

For residents of California, Minnesota and Oklahoma only: You will be provided with a free copy of any consumer reports or investigative consumer reports on you if you check the box below.

I wish to receive a free copy of any Background Check Report on me that is requested.

Department HR Liaison: _____ **Supervisor/Hiring Authority:** _____

Applicant/Employee Last Name _____ **First** _____ **Middle** _____

Other names used if different than above _____

Applicant Phone number _____ **E-mail address of applicant** _____

Job Posting # _____ **Position Title or Program applied for** _____

Social Security # _____ **Date of Birth** (for ID purposes only) _____

Present Address _____

City/State/Zip _____

Driver's License # (only if job posting listed driving as requirement) _____

Applicant/Employee Signature _____ **Date** _____

Please respond to the following questions in the most complete and accurate manner possible. Do not identify convictions for which the criminal record has been expunged or sealed by the court. For purposes of the following questions, a "conviction" means guilty verdict, guilty plea or Nolo Contendere ("No Contest") plea.

Have you ever been convicted of a felony? No Yes
If yes, please give details including date, state/county court in which conviction was entered, type of felony, etc.

Have you ever been convicted of a misdemeanor? No Yes
If yes, please give details including date, state/county court in which conviction was entered, type of misdemeanor, etc.

I have read the Background Investigation Consent and Release form and understand my rights.

Please fax completed form to 303-315-2725

ADDITIONAL STATE LAW NOTICES

If you currently live in the state of California, Maine or New York, please review these additional notices.

CALIFORNIA: You may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

MAINE: You have the right upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the University, within five 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 consumer reporting agencies copies of any such investigative consumer reports.

NEW YORK: 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.