



# POLICY 4.15 – BACKGROUND CHECKS

## Disclosure, Authorization and Release

### Section I: Disclosure

This form, which you should read carefully, has been provided to you because The Ohio State University may request consumer reports and/or investigative consumer reports on you from a consumer reporting agency. The Ohio State University will use any such report(s) solely for employment-related purposes.

Consumer reports and/or investigative consumer reports on you will be obtained by a background check vendor and provided to The Ohio State University. Any such reports may contain information bearing on your 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, 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 (only post-offer), personal and professional references checks, licensing and certification checks, etc. The information contained in these reports may be obtained by the vendor from private and/or public record sources, including sources identified by you on your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

If you are denied employment as a result of information obtained from your background check, The Ohio State University will furnish you with a summary of your rights under the Fair Credit Reporting Act in a form issued by the Federal Trade Commission entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

If you are a resident of, or if you are applying for a job located in, California, Maine, or New York, please see the additional state law disclosure information provided below.

### Section II: Additional State Law Notices

If you live in or are applying for a job in the state of California, Maine, or New York, please review these additional notices.

**CALIFORNIA:** You may view the file maintained on you by the background check vendor 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 the background check vendor'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. 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 Company, 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.

### Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of consumer reports and/or investigative consumer reports to The Ohio State University in conjunction with my job application. I also authorize disclosure to The Ohio State University and/or to the background check vendor of information concerning my employment history, earning history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information The Ohio State University deems pertinent by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; credit bureaus; motor vehicle records agencies; and other applicable sources. I hereby release and hold the vendor and The Ohio State University, its officers, directors, employees, and trustees harmless from any and all liability with respect to the consumer reports, investigative consumer reports, investigations, verifications, and/or the use of any information relevant to my employment.

I understand that if The Ohio State University hires me, my consent will apply throughout my employment to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to The Ohio State University, Office of Human Resources. I also understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during, or after my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

This Background Check Disclosure, Authorization, and Release form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by The Ohio State University.

I understand that providing any false information or omitting any material information on my application materials or in the interview process will be sufficient grounds for rejection of the application, or termination of employment whenever discovered.

**For residents of, or for jobs located in, 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 to the left.



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Complete the following requested information and return to Background Check Coordinator

Country of Residence \_\_\_\_\_ Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Does Applicant have a SSN? No Yes \_\_\_\_\_  
Social security number (required) \_\_\_\_\_ Email \_\_\_\_\_

Date of birth (for ID purposes only) \_\_\_\_\_ Daytime Phone # \_\_\_\_\_ Driver license #/state of issue \_\_\_\_\_

Present address \_\_\_\_\_

City/state/zip \_\_\_\_\_ Date at Present Address: From (mm/yy) \_\_\_\_\_

### Convictions

Have you ever been convicted of or entered a plea of guilty or no contest to any felony or misdemeanor? No Yes (Misdemeanors include DUI)  
If you answered "yes," please answer the following:

Charge \_\_\_\_\_ Charge Type \_\_\_\_\_ Charge Date (mm/dd/yyyy) \_\_\_\_\_

County \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Charge description: details of **all** offenses including nature, circumstances, and dates. Attach additional sheets if necessary.  
A conviction will not necessarily be a bar to employment.

### Passport

Passport issued by (country) \_\_\_\_\_ Passport ID# \_\_\_\_\_

Government issued by (country) \_\_\_\_\_ Government ID # \_\_\_\_\_

### Aliases/Other Names

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Generation (suffix) \_\_\_\_\_

Does Applicant have a Maiden name? No Yes \_\_\_\_\_  
Maiden Name \_\_\_\_\_

### Previous Addresses

Applicant, please provide addresses of residences for the past seven years, including street address, city, state, zip code, and country, dates of residence for each address.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

### To Be Completed by Hiring Unit

Title and posting number (if applicable) of position offered \_\_\_\_\_

Department \_\_\_\_\_ Hiring manager \_\_\_\_\_

Submitted by \_\_\_\_\_ Campus phone \_\_\_\_\_

Is candidate an internal applicant or external applicant?  Internal  External

### For OHR or Unit Background Check Coordinator Use Only

Date background check completed: \_\_\_\_\_ Approved for hire  Yes  No

Background check coordinator: Print name \_\_\_\_\_ Signature \_\_\_\_\_