

Consent for Pre-Employment Reference and Background Checks

I recognize that any offer of employment made to me by Messiah College is conditional upon reference and background checks which are acceptable to the College, and that information obtained during this process may result in my not being employed by Messiah College. I understand that Messiah College and/or its designated representatives will conduct pre-employment reference and background checks thoroughly and within the confines of all applicable state and federal laws.

I understand that Messiah College will maintain any information obtained as a result of my signing this Consent in a confidential file in the Human Resources Department.

I understand that a reference and background check is being performed as part of the process to evaluate me prior to any offer of employment, and is not conducted for any other purpose. I authorize Messiah College, or its designated representative presenting this consent or a photocopy thereof, to obtain the following records and information in connection with my application for employment with the College insofar as the records and information are relevant to the position for which I am applying:

- Criminal History and Convictions
- Motor Vehicle Operation
- Certification and Licensing
- Educational History and Credentials
- Employment Eligibility
- Prior Employment Information
- Personal or Professional References

If the position for which I am applying specifically requires a personal credit history acceptable to Messiah College, I understand that I will be required to sign a separate Fair Credit Reporting Act Consumer Report Disclosure authorizing Messiah College to obtain the same. No personal credit history will be obtained by Messiah College without this authorization.

I authorize all persons who are the custodians of these records, or who may have information relevant to my application for employment, to provide records or disclose such information to Messiah College and/or its designated representative.

I release Messiah College, its employees, designated representatives, agents, officers and trustees, as well as all persons or entities who provide records or disclose information, from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

Signature of Applicant _____ Date _____

Printed Name (First, Middle, Last) _____ (Maiden) _____

Home Telephone Number: _____

Home Address (Street, City, State, Zip)	Last Prior Address (Street, City, State, Zip)
_____	_____
_____	_____

If any additional information relative to change of name or use of an assumed name or nickname is necessary to enable a check on your background, please explain below.
