

FOR APPLICANT REVIEW AND RECORDS

A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identify theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer-reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer-reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or a potential employer, without your written

consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.
- **The FCRA gives several different federal agencies authority to enforce the FCRA:**

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 - 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 - 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 - 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552 - 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 - 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 - 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 - 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 - 202-720-7051

PRE-EMPLOYMENT INQUIRY FORM

Please Print Clearly

Requisition Number:		Position applying for:	
Last Name:	First Name:	Middle Name:	
Address:	City:	State:	Zip Code:
Contact Number:	Cell Number:		
Please list previous address' for the last 7 years:			

Employment History (i.e. former and/or current supervisor)

1. Name:	Title:
Company:	Phone:
Location (City, State):	Employment Dates:
2. Name:	Title:
Company:	Phone:
Location (City, State):	Employment Dates:
3. Name:	Title:
Company:	Phone:
Location (City, State):	Employment Dates:

Education

Highest degree earned:	Name of Institution:
Location (City, State):	Dates of Attendance:

Have you ever been employed at the Arizona State University (excluding student positions)? If so, provide inclusive dates and employing department. Yes No

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required verification document upon hire.

Discrimination Complaints:

It is the policy of ASU to provide equal opportunity through affirmative action in employment. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability, special disabled veteran, other protected veteran, or Vietnam-era veteran status. Any complaint of discrimination may be filed with the

Office of Equal Opportunity/Affirmative Action for investigation and resolution. Any employee may visit with the director, or an assistant director, to discuss, in confidence, any concern without fear of jeopardizing job standing within the university. The Office is located in Administration Building B-Wing, Room 171, (480) 965-5057, TTY (480) 965-0471

Agreement

I hereby certify that all information in my application is true and complete to the best of my knowledge. I understand that Arizona State University may perform a background investigation to make inquiries regarding my education, work experience, criminal history, and references to determine my suitability for employment. I authorize Arizona State University to secure any information necessary to make a decision. I understand that Arizona State University will adhere to the provisions of the Fair Credit Reporting Act, if applicable, and other applicable state and federal statutes concerning the securing of information, handling, utilization, and release of information obtained in the pre-employment investigation. I agree to abide by all applicable University and Arizona Board of Regents rules, regulations and policies upon my acceptance of employment with the University. The overtime policy of Arizona State University for nonexempt staff employees is to provide, at its discretion, either one and one half hours compensatory time off or additional pay at one and one half times the employee's regular rate of pay for each hour worked over forty hours in a workweek. The compensatory time off may be preserved, used and cashed out as provided by the Fair Labor Standards Act. I understand and agree to accept the above overtime policy as a condition of employment with Arizona State University. My decision to accept the overtime policy is made knowingly, voluntarily and without coercion by the University, or any employee, director, administrator or agent of any of them acting within the course and scope of his/her employment. I understand that any material misrepresentation or omission on this application may be grounds for rejection of my application or termination of any subsequent employment with the University. Arizona State University is an Equal Opportunity/Affirmative Action employer.

False Statements: In applying for positions at ASU, I understand that any false statement, misrepresentation, or omission of requested information will disqualify me for employment consideration or cause my subsequent dismissal.

Signature:	Date Signed:
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