

EMPLOYMENT CANDIDATE CONSENT TO BACKGROUND INVESTIGATION

DISCLOSURE THAT REPORT MAY BE OBTAINED: This is to inform you that a consumer report may be obtained from a consumer reporting agency for the purpose of evaluating you for employment, promotion, reassignment, and/or retention as an employee. The report may include, among other items, criminal background information, confirmation of your educational and employment history, an investigative consumer report (for which you may request a disclosure of nature and scope) as to your work performance, and confirmation of any references provided.

AUTHORIZATION TO OBTAIN REPORT: The undersigned hereby authorizes TRINITY UNIVERSITY (hereinafter referred to as "Employer") and/or its agents to make an investigation of my background, references, character, employment, credit, motor vehicle, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained in my application and/or obtaining other information which may be material to my qualifications for employment. I further agree to a test for controlled substances, if requested. A telephone facsimile (fax) or xerographic copy of this consent shall be considered as valid as the original consent.

In the event of my employment by Employer, this authorization shall remain in effect for the duration of such employment during which period additional reports may be periodically obtained. Prior to taking adverse action as a result of any investigations resulting from this authorization, Employer shall provide to me a copy of the consumer report or investigative consumer report which caused such adverse action and a summary of my rights under the Fair Credit Reporting Act.

Signature: _____ Date: _____

Please type or print legibly the information requested below, black ink only.

True and Complete

Legal Name: First _____ Middle _____ Last _____

Maiden or Other

Names Used: _____ Dates Used: _____

Present Street

Address: _____ Dates of residence (e.g. 2008 to present): _____ to _____

City: _____ County _____ State: _____ Zip: _____

Other cities and states lived in during the past seven years:

City: _____ State: _____ Dates of residence: _____ to _____

City: _____ State: _____ Dates of residence: _____ to _____

City: _____ State: _____ Dates of residence: _____ to _____

City: _____ State: _____ Dates of residence: _____ to _____

Driver's

License Number: _____ State of Issue: _____

Date of Birth: _____ Social Security Number: _____

Note: The above information is required to ensure positive identification and is in no manner used as qualification for employment. California, Minnesota, and Oklahoma applicants check this box if requesting copy of report be sent to address above.

For privacy policy, see FAQ tab at www.pre-employment.com.

TRINITY UNIVERSITY REQUEST FOR PROCESSING

- Criminal history, county
 Criminal & sex offender database, national
 Criminal history, International
 Credit history
 Education verification
 Motor vehicle record
 SSN+, auto-search developed jurisdictions

If relevant to request, include educational background information.

Recruiter Name: _____

Department: _____

ClientID: tri.uni

Enter order online at DV2®, fax to 210-829-5556, or email to research@pre-employment.com.

DISCLOSURE

Trinity University may wish to obtain and use a “consumer report” and/or an “investigative consumer report” from a “consumer reporting agency” that discloses various information about you.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” that is related to your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or lifestyle. This information is collected and used for the purpose of evaluating a consumer’s eligibility for employment. For the purposes of this Disclosure an “investigative consumer report” is considered to be a type of “consumer report.”

A “consumer reporting agency” is a person or business that regularly collects or evaluates consumer credit information or other information on consumers to provide “consumer reports” to others. The agency performs this service for monetary fees, dues or on a cooperative non-profit basis.

The Fair Credit Reporting Act (“FCRA”) is a federal law that establishes rights for consumers. The FCRA defines “consumer report” and “consumer reporting agency.” As an applicant for employment, or as a current employee of Trinity University, you are a “consumer” and are protected by the FCRA.

Trinity University may wish to obtain and use a “consumer report” from a “consumer reporting agency” for the following reasons:

- When considering your application for employment;
- When making a decision whether to offer you employment;
- When deciding whether to continue your employment (if you are a current employee)
- When making other job-related decisions, including job assignments and other decisions affecting you.

Trinity University may also be required by contracts with our business associates to obtain and use a “consumer report” from a “consumer reporting agency.”

If Trinity University obtains a “consumer report” about you, and if Trinity University considers any information in the “consumer report” when making an employment related decision that directly and adversely affects you, Trinity University will provide you with a copy of the “consumer report” before Trinity University makes a final decision. You also may contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”

By signing below, I acknowledge receipt of this Disclosure.

APPLICANT'S/EMPLOYEES' SIGNATURE

APPLICANT'S/EMPLOYEES' PRINTED NAME

POSITION AND DEPARTMENT:

WITNESS:

DATE

AUTHORIZATION AND GENERAL RELEASE

I, _____, as a part of applying for employment, voluntarily authorize Trinity University or its agents to obtain information about me that is legally obtainable under the Fair Credit Reporting Act (“FCRA”) from any and all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services and former employers (collectively “Third Parties”). I also authorize all Third Parties to provide this information to Trinity University or its agents and release them from any liability or responsibility related to providing this information.

I specifically authorize Trinity University or its agents to obtain consumer reports and/or consumer investigative reports about me from a consumer reporting agency. I also grant Trinity University permission to consider the consumer reports and/or consumer investigative reports when making decisions regarding my employment or potential employment at Trinity University.

I understand that I have rights under the FCRA related to these consumer reports and/or consumer investigative reports. I understand and agree that this Authorization will also give Trinity University permission to seek updated consumer reports or consumer investigative reports in the future regarding my employment.

By signing below, I, _____, voluntarily authorize Trinity University to obtain and use consumer reports and/or consumer investigative reports from a consumer reporting agency. By signing below, I also authorize Trinity University to consider these consumer reports and/or consumer investigative reports when making decisions regarding my employment or potential employment at Trinity University.

I understand that I have rights under the FCRA, including the rights discussed above.

APPLICANT’S/EMPLOYEES’ SIGNATURE

APPLICANT’S/EMPLOYEES’ PRINTED NAME

WITNESS:

DATE

CONVICTIONS

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please explain in detail with year of conviction:

APPLICANT'S/EMPLOYEES' SIGNATURE

APPLICANT'S/EMPLOYEES' PRINTED NAME

WITNESS

DATE

Education Check
(Complete only if requested)

List each Institution from which you received a degree:

1. Institution Name: _____

Address: _____

Name enrolled under: _____

Date degree awarded: _____

Type of degree awarded: _____

2. Institution Name: _____

Address: _____

Name enrolled under: _____

Date degree awarded: _____

Type of degree awarded: _____

3. Institution Name: _____

Address: _____

Name enrolled under: _____

Date degree awarded: _____

Type of degree awarded: _____