

# SAINT MICHAEL'S COLLEGE

## BACKGROUND CHECK AUTHORIZATION

Your signature on this form serves as disclosure to you and agreement by you that Saint Michael's College may obtain a background check and consumer report through a consumer reporting agency of the College's choice for employment purposes, such as verification of education history, credit checks, criminal background reports and motor vehicle checks. All offers of employment will be conditioned upon completion of the background investigation and a finding that the information provided by the application during the pre-employment process was accurate, complete, and truthful, which includes the information you provide on this form.

By signing this form you also:

- Authorize Saint Michael's College to obtain reports through a consumer reporting agency pertaining to information you provide us on this form, in your application for employment and in any supporting documents, including your resume or vita. The College also reserves the right to run checks periodically during employment as the College deems necessary.
- Agree to hold harmless and release Saint Michael's College and its employees from any and all liability for any damages that may result from providing information regarding your employment or personal background that may be used in connection with your application for employment.
- Agree that you understand that upon your written request to Saint Michael's College, you will be informed as to whether or not any of the above referenced reports were requested through a consumer reporting agency, and, if such report was requested, you will be provided with the name and address of the consumer reporting agency that furnished the report. Your request may be mailed to: Office of Human Resources, PO Box 265, Colchester, VT 05439 or faxed to (802) 654-2321.

If the information that is obtained is used, in whole or in part, in making an adverse decision in regard to your potential employment, before making the adverse decision, Saint Michael's College will provide you with a copy of any of the reports and a description of your rights under the Fair Credit Reporting Act.

### Applicant Information

**PLEASE PRINT CLEARLY:** I have received a job offer Yes\_\_\_ No\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ CURRENT AGE: \_\_\_\_

NAME: \_\_\_\_\_  
First Name Middle Name Last Name Former Name

CURRENT RESIDENCE ADDRESS: \_\_\_\_\_  
Please Indicate PO Box or Full Street Address

CURRENT MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PREVIOUS RESIDENT ADDRESS: \_\_\_\_\_

PREVIOUS MAILING ADDRESS: \_\_\_\_\_  
(If current is less than two years) Please Indicate Full Street Address

CITY/STATE/ZIP: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

HIRING MANAGER: \_\_\_\_\_

DRIVERS LICENSE NUMBER & STATE (if job requires a Commercial Driver's License): \_\_\_\_\_

