

# Bushue Background Screening

## NOTICE TO JOB APPLICANTS

**Danville Area Community College** has contracted with Bushue Background Screening to verify certain information contained in your application for employment, conditional job offer or provided by you during the interview process. The information requested below is necessary to complete this task. This information is NOT a part of the application for employment and will be used for the sole purpose of verification of information, and or statements made by you. *Please complete all information requested.*

Office Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Contact for Applicant: \_\_\_\_\_

(Please give us a phone number that we can reach you if needed to get additional information.)

### ALL FIELDS ARE REQUIRED

It is possible that your employment may be determined in whole or in part by your prospective employer using data from a report supplied by Bushue Background Screening, 104 N. Second St., Suite B, Effingham, IL 62401. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.

**\*PLEASE PRINT LEGIBLY**

<b>Applicant's Legal Name</b>	Last:	First:	MI
Please provide any other name used for prior employment or school that differentiates from above.	Last:	First:	MI
<b>Current Home Address:</b>	Street	City	State      Zip
<b>Date of Birth:</b> (Month/Day/Year)	<b>Social Security #</b>		
<b>Name as it appears on Driver's License:</b>			
<b>Driver's License #:</b>			<b>State:</b>
<b>RESIDENTIAL HISTORY: *List all residential addresses in the last 7 years</b>			
Address	City	State	Zip      From      To
Address	City	State	Zip      From      To
Address	City	State	Zip      From      To

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## NOTICE REGARDING BACKGROUND INVESTIGATION

**Danville Area Community College** (“the College”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, fingerprint test by state police and/or FBI, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Bushue Background Screening, 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing **Danville Area Community College** to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by **Danville Area Community College** by contacting the consumer reporting agency identified above directly.

## ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the College at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Bushue Background Screening, 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, another outside organization acting on behalf of **Danville Area Community College**, and/or the College itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the College.

The undersigned hereby authorize the Board of Trustees of **Danville Area Community College**, Illinois, Community College District No. 507, to request a criminal background investigation, pursuant to the Campus Security Act, 110ILCS 12/1 et seq., and to receive criminal history record information pursuant thereto. The undersigned understands that any offer of employment made prior to the completion of a criminal background investigation and receipt of the results of that investigation by the College, is conditional only. If the results of the criminal background investigation are unacceptable to the Board, then the Board may immediately revoke its conditional offer of employment.

\_\_\_\_\_  
Applicant’s Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date