



CRIMINAL BACKGROUND CHECK DISCLOSURE & AUTHORIZATION FORM TEXAS TECH UNIVERSITY

Texas Tech University may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. This information will be obtained in the form of investigative reports. These reports may be obtained at any time after receipt of your authorization.

Pre-Employ.com, Inc. will obtain reports for Texas Tech University. Pre-Employ.com, Inc. is located at 2301 Balls Ferry Road, Anderson, California 96007, and can be contacted at 800-300-1821. The reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include, but are not limited to the following:

- SOCIAL SECURITY NUMBER VERIFICATIONS
- CRIMINAL RECORDS CHECKS
- PUBLIC COURT RECORDS CHECKS
- DRIVING RECORDS CHECKS
- LICENSING AND CERTIFICATION RECORDS CHECKS
- SEX OFFENDER REGISTRATION

A summary of your rights under the Fair Credit Reporting Act will be provided to you. You may request more information about the nature and scope of any investigative consumer reports by contacting:

TTU HUMAN RESOURCES
BOX 41093 LUBBOCK, TX 79409-1093

Telephone: (806) 742-3851

Applicant Instructions:

Please make every effort to accurately provide all of the information requested on the authorization form. The hiring manager or a member of Human Resources may contact you for additional information during the verification process. Failure to provide requested information in a timely manner may prolong or halt your application from being processed.

ATTENTION DEPARTMENT:

Effective September 1st, 2012, a discounted basic background check will be offered for student assistants, graduate assistants, and teaching assistants, which is run at the discretion of the hiring department. This does not pertain to any student worker positions that hold a security sensitive level I or II, as stated in OP 70.20. These positions will need to continue to have a regular comprehensive criminal background check run on them upon hire. Please review the list below to assess if your student worker is a security sensitive level I or II and will need a comprehensive background check. For any questions, please feel free to contact Human Resources at 742-3851.

Student Workers with Security Sensitive Level I or II:	
Eligible TTU driver	Handles sensitive information (i.e. student and employee records)
Handles hazardous materials	Interacts with minors (i.e. camps)



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SECTION 1: Applicant Information & Authorization (PLEASE PRINT LEGIBLY OR TYPE)

First Name: _____ Middle Name: _____ Last Name: _____

Social Security #: _____ Date of Birth: _____ Telephone #: _____

Street Address (Apt. #) _____ City _____ State _____ Zip Code _____

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of investigative reports prepared by a consumer reporting agency, such as Pre-Employ.com, Inc., to Texas Tech University and its designated representatives and agents. I understand that this information will be used to determine my eligibility for employment with Texas Tech University.

By my signature below, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Authorization form in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by or on behalf of Texas Tech University.

California, Minnesota, or Oklahoma applicants only: Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained by you on the Company.

Applicant Signature _____

Date _____

SECTION 2: Department Authorization

Applicant's Job Title: _____ Projected Start Date: _____

Requesting Department: _____ Telephone #: _____

Department Contact: _____ Email: _____

Type of Action:

- New Hire
- Promotion
- Reclassification
- Internal Transfer

Type of Report:

- | | |
|----------------------------------|---|
| <u>Basic Report</u> | <u>Comprehensive Report</u> |
| <input type="checkbox"/> Student | <input type="checkbox"/> Employee |
| | <input type="checkbox"/> Security Sensitive Student (I or II) |
| | <input type="checkbox"/> Security Sensitive Volunteer (I or II) |

Billing Information: CHART: _____ FUND: _____ ORGN: _____ PROG: _____

Account Name: _____

****ACCOUNT CODE IS 7N3****
Billing will occur at end of following month. Please ensure sufficient funds are in FOP listed above.

Finance Manager Signature _____

Date _____

FOR HR USE ONLY: Entered _____ Results Received Return Notice Sent _____

Email Completed Form To: hr.backgroundcheck@ttu.edu

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

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.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
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 Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
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 Complaints Washington, DC 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 Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
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