



WORKFORCE MANAGEMENT

Staff Background Check Cover Sheet

Applicant Name:

Position Applying for:

Department:

Hiring Manager:

PROCESS:

1. Request the background check only after an offer of employment has been extended and accepted.
2. The candidate should be provided with a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" that is included in this document set.
3. Be sure to scan all of the following items to Workforce Management:
 - Clear picture of ID of applicant
 - Completed, signed consent form
 - Proof of Education from a foreign institution (if applicable)
4. Scan coversheet and forms to the Employment Office at:

employment@tulane.edu

Please direct questions regarding Background Checks to the Employment Office:

employment@tulane.edu



Tulane University – Workforce Management

Background History Check
Release Authorization Form - Staff

Legal Name: Last, First Middle		Date:
Date of Birth (MM/DD/YY):	Social Security Number:	Driver's License Number and State Issued:
Other Name(s) Used (maiden name, previous married name(s), aliases, assumed names, etc.):		
Current Mailing Address:		Male _____ Female _____
Home Telephone Number:		Mobile Telephone Number:
List your residences outside the current parish in which you have lived during the past ten years (use the back of this form if necessary):		
City: _____	State: _____	From: _____ To: _____
City: _____	State: _____	From: _____ To: _____
City: _____	State: _____	From: _____ To: _____
City: _____	State: _____	From: _____ To: _____

Have you ever been convicted of any crime (including misdemeanor or felony) and/or motor vehicle conviction in Louisiana, or any other state? ___ Yes ___ No

If yes, list each crime/conviction, date of conviction, city, and state. (Attach additional sheet, if necessary.)



Tulane University – Workforce Management

Background History Check Release Authorization Form - Staff

Legal Name: Last First Middle	Driver's License Number and State Issued:
Certification and Authorization: <p>I hereby authorize Tulane University to obtain reference information concerning me and to conduct a credit, criminal or motor vehicle record history check(s), as applicable, through law enforcement agencies, credit agencies, the FBI, courts, and other records resources. Information of a confidential and privileged nature is included in this authorization. I also understand that a conviction of a crime against a person or property may negatively impact or prevent me from obtaining a volunteer position with Tulane University. Failure to comply with the request for authorization to conduct a credit, criminal or motor vehicle record history check(s) will disqualify me from volunteer service with Tulane University.</p> <p>I certify that the information I have provided on this form is complete and truthful. I understand that providing misleading or false information or failing to disclose convictions will be basis for disqualification from further consideration for volunteer service with the University. I understand that if I am appointed to a volunteer position, I must inform Tulane University if I am subsequently convicted of any criminal offense during my appointment or affiliation with the University and its programs.</p> <p>I hereby release and discharge, to the extent permitted by law, Tulane University, its employees, and any individual or agency obtaining information for Tulane University, for any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this investigation. I also understand that I may appeal to Tulane University its decision to disqualify me for volunteer service based upon the results of my credit, criminal or motor vehicle record history investigation if I contest that the information revealed by such investigation is incorrect. I have read and understand all of the above information.</p> <p>I also understand that I have rights under the Fair Credit Reporting Act, which has been provided to me by Tulane University. This authorization will remain in effect throughout the term of service.</p>	
Staff Applicant's Signature	Date

Note: Please scan the completed form to the attention of the Employment Office at employment@tulane.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. Page 4 of 5
- **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, 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