

Staff Background Investigation Requirement for Camps and Enrichment Programs

Information for You:

George Mason University is implementing a procedure for conducting background investigations for all individuals who work with minors during events affiliated with the University. If you have a current background investigation report on file with the University, you will not be subject to an additional background investigation.

This procedure applies to all faculty, staff, students, wage employees, seasonal employees, and volunteers that are identified as staff for an event ("Event Staff"). You are required to comply with the following procedures:

1. Prior to the start of an event the Event Coordinator will request your contact information; full name, phone, and email.
2. You will also be required to sign a Background Investigation Consent and Disclosure Form. This information is required to be submitted to George Mason University's Human Resources and Payroll office at least five days before the event starts.
3. The University will provide this information to a third party vendor, HireRight, to conduct a background investigation.
4. You must complete this form as soon as you are able. If you do not complete this form in a timely manner you may be prohibited from participating in the event.
5. HireRight will provide a report to Human Resources and Payroll; if any questionable convictions are revealed, Human Resources and Payroll will contact you and/or the Event Coordinator in accordance with [University Policy 2221](#) (you may request a copy of your background investigation by contacting Human Resources and Payroll).
6. *Please do not e-mail the completed form because date of birth and social security number are requested. E-mail is not a secure form of communication.*

George Mason University is committed to making this process as secure and efficient as possible and we appreciate your cooperation. If you have questions or concerns, please contact Human Resources and Payroll at bkground@gmu.edu, or (703) 993-3991. Additional information about this process is available [online](#).



Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

Background Investigation Consent and Disclosure Form

Department _____

Event Coordinator _____

This form, which you should read carefully, has been provided to you because the University may request a consumer report and/or investigative consumer report, as those terms are defined by the Fair Credit Reporting Act. The University will request such reports solely for employment-related purposes.

The consumer report and/or investigative consumer report will be obtained from HireRight, Inc., ("HireRight") located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. The information sought may include but not be limited to a number of sources, such as criminal conviction records; public court records, and when applicable, Department of Motor Vehicle records, credit reports, and verification of highest degree and, if applicable, current professional license or certification earned. The information will be kept in strict confidence by HireRight and the University.

Although HireRight may not be doing a background check on your credit history, since such credit report information is not requested when such information has no employment-related purpose, the rules outline in the Fair Credit Reporting Act, 15 U.S.C. § 1681g(a), also apply to criminal background checks and, upon your request, HireRight shall disclose to you a copy of the report in your file at the time of the request. Also on request, you can receive a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. § 1681g(c), and you have the right to request additional disclosures of the nature and scope of the investigation before any adverse action by the University.

Applicant Last Name _____ First _____ Middle _____

Social Security or G# _____ Date of Birth (for ID purposes only) _____

Present Address _____

City/State/Zip _____

E-mail: _____ Phone #: _____

☐ I am under the age of 18 (for HR purposes)



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Phone: 703-993-2600; Fax: 703-993-2601

Disclosure Statement

The University requires you to disclose in writing all relevant facts and information needed for a full and fair understanding of any of the following:

Professional misconduct or sanctions (e.g., debarment by a federal agency; any form of professional discipline or license restriction or surrender; an admission or determination that you have committed research misconduct);

Any harassment or discrimination you were found to have committed by any court, adjudicative body or administrative body, including but not limited to any finding of harassment or discrimination made by present or former employers; Any felony or misdemeanor for which you were convicted or pled no contest.

Engagement in any such conduct may not, in and of itself, disqualify you from an appointment at the University. However, failure to disclose such information, or any misrepresentation made in connection with the disclosure, would be grounds to revoke an offer of appointment or terminate subsequent employment. Information is kept confidential and available on a need-to-know basis only.

- ☐ I have nothing to disclose
☐ I have the following information to disclose

Please provide the following: Description of offense, statute of ordinance (if known), date of charge, and date of conviction, and county, city, state of conviction.

By signing below, I certify that I am the person identified above, that all information on this form is true and complete. I have read carefully and understand this form and consent to the release of an investigative report. Please note: Employees must report suspected incidents of child abuse or neglect within 24 hours, pursuant to Va. Code § 63.2-1509. Failure to report such incidents may result in financial or criminal penalties. I understand that signing constitutes my agreement to complete a criminal background check and to report incidents of child abuse appropriately.

Please Print Name

Signature

Parent/Guardian Signature
(if under the age of 18)

Date

PLEASE DO NOT E-MAIL THE COMPLETED FORM.

E-MAIL IS NOT A SECURE FORM OF COMMUNICATION. PLEASE RETURN COMPLETED FORM TO THE HUMAN RESOURCES AND PAYROLL OFFICE BY FAX OR MAIL, ATTN: BACKGROUND CHECKS, 4400 UNIVERSITY DRIVE MSN; 3C3 FAIRFAX, VA, 22030 OR FAX IT TO (703)993-4275.