

**STANDARD RELEASE FORM FOR GRADUATE STUDENT EMPLOYEES
AUTHORIZATION AND RELEASE FOR THE PROCUREMENT
OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT**

As part of its employment process, The University of Alabama routinely obtains consumer reports and/or credit information on applicants and employees. The information contained in these reports may be used to deny an individual employment or continued employment or promotion with The University of Alabama.

I, the undersigned consumer, do hereby authorize The University of Alabama, by and through an independent contractor (Risk Mitigation Services, Inc.), to procure a consumer report and/or investigative consumer report on me. These above-mentioned reports may include, but are not limited to: my driving history; education; employment history; social security number verification; criminal history/records; national sex offender database; and/or any other public record. I further authorize The University of Alabama to obtain electronic fingerprints (if requested) on me for purposes of obtaining a consumer report and/or investigative consumer report on me.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any consumer report and/or investigative consumer report prepared on me upon my written request to Risk Mitigation Services, Inc. that is made within a reasonable time after the date hereof. I also understand that I may request a written summary of my rights under 15 U.S.C. § 1681 et seq. I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to The University of Alabama, by and through Risk Mitigation Services, Inc., including, but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

The University of Alabama hereby discloses to you that a consumer report may be obtained for employment purposes as part of a pre-offer or post-offer of employment background investigation and/or at any time during your employment with The University of Alabama.

Effective December 1, 2012, I understand that whilst a graduate student employee of the University of Alabama I am required to self-disclose to Human Resources post-employment criminal convictions, other than minor traffic violations, that occur after that date. Disclosures must be submitted to Human Resources on the Disclosure of Criminal Convictions form found on the Human Resources website at <http://hr.ua.edu/employment/Disclosure%20of%20Criminal%20Convictions%20Form.pdf>.

I acknowledge receipt of a clear and conspicuous disclosure provided to me under the provisions of the Fair Credit Reporting Act that The University of Alabama ("The University of

Alabama”) may seek or obtain consumer reports about me for employment purposes from a consumer reporting agency. I understand and acknowledge:

1. That The University of Alabama may use consumer reports to evaluate me for employment, promotion, reassignment, or retention as an employee.
2. That The University of Alabama may not obtain a consumer report about me for employment purposes without my authorization.
3. Before The University of Alabama denies me employment or makes any other employment decision that adversely affects me based in whole or in part on a consumer report, The University of Alabama must first provide me with a copy of the report and a summary of my rights under the Fair Credit Reporting Act.
4. The University of Alabama considers consumer reports to be important tools in its human resources administration, audit and security practices. My failure to authorize The University of Alabama to obtain a consumer report about me or my subsequent revocation of such an authorization may serve as grounds for The University of Alabama to refuse to employ, promote, reassign, or retain me.

I hereby authorize The University of Alabama, including its employees, agents and affiliates, to obtain one or more consumer reports about me for employment purposes at any time or times it deems appropriate. This is a continuing authorization which shall remain in effect until I revoke it in writing, even if my employment is changed from The University of Alabama entity to another that is related by common ownership or affiliated by common corporate control.

Printed name: _____ **CWID:** _____
 First Middle Last

Signed name: _____ **Date:** _____

FOR GRADUATE STUDENT EMPLOYEES ONLY
AUTHORIZATION AND RELEASE FOR USE OF CRIMINAL BACKGROUND CHECK TO CONFIRM
ACCURACY OF INFORMATION PROVIDED ON UA GRADUATE SCHOOL APPLICATION

To the extent I applied to UA Graduate School at the time its application contained questions regarding my criminal background, I consent to the Graduate School using the information obtained from the criminal history and national sex offender registry search to confirm the accuracy of my response to questions on the Graduate School Admissions application related to criminal offenses. I further acknowledge that on my Graduate School application, I certified that the information I provided at that time was complete and accurate, and I verified my understanding that withholding information requested or giving false information could make me ineligible for admission and enrollment or subject to suspension. I understand that if there is an inconsistency between my answer on the application and the information from the criminal history and national sex offender registry report, that my status as a graduate student is subject to review as indicated on the Graduate School application.

I also understand that verity of admissions disclosures and/or proper admission (admission that is based on truthful information) is a prerequisite to graduate student employment; consequently, verification of admission disclosures will be used to evaluate employment eligibility and, if false information was provided, may impact student status.

Printed name: _____ **CWID:** _____
 First Middle Last

Signed name: _____ **Date:** _____
(PLEASE COMPLETE NEXT PAGE)

Current Address:

Street/P.O. Box City State Zip Code Country

Dates: *From* ___/___/___ *to* ___/___/___

Former Address:

Street/P.O. Box City State Zip Code Country

Dates: *From* ___/___/___ *to* ___/___/___

Former Address:

Street/P.O. Box City State Zip Code Country

Dates: *From* ___/___/___ *to* ___/___/___

Social Security Number: _____

Daytime Telephone Number: _____

Driver's License Number: _____ **State of Issuance:** _____

Date of Birth:* _____

** Without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.*