

# PEPPERDINE UNIVERSITY

Human Resources

School: \_\_\_\_\_

## BACKGROUND CHECK FORM

Please be advised that your employment is contingent upon successful completion of this background check.

I prefer to submit my information online directly to Pepperdine's background screening company.

Please email my secure login information to this email address: \_\_\_\_\_.

(if you prefer to submit your information online, you do not need to complete the information below)

EMPLOYEE INFORMATION			
First Name:		Middle:	Last Name:
Other Names Used:			Years Used:
Current Address:			Since (dates): (MM/YY)
Social Security Number:	Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Daytime Phone Number:
Driver's License Number:	State of Issuance:	Email Address:	

EMPLOYMENT HISTORY (two most recent)	
<b>1</b>	Company/Employer Name: _____ Dates of Employment: (MM/YY-MM/YY)
If this is your present employer, may we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position/Title: _____
Employer City & State: _____	Employer Phone Number: _____
<b>2</b>	Company/Employer Name: _____ Dates of Employment: (MM/YY-MM/YY)
If this is your present employer, may we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position/Title: _____
Employer City & State: _____	Employer Phone Number: _____

EDUCATION (Highest Degree Earned)			
School: _____		Dates Attended: (MM/YY-MM/YY)	School Phone: _____
City: _____	State: _____	Degree Earned: _____	Major: _____

PROFESSIONAL LICENSES (including BAR affiliation)		
Type of License: _____	License #: _____	State: _____

Submit to Center for Human Resources, Attn: Larissa Robinson, or fax to 310-506-4839

HR ONLY:

Rec'd on \_\_\_\_\_

Entered on: \_\_\_\_\_

Sent to School on: \_\_\_\_\_

# PEPPERDINE UNIVERSITY

## HUMAN RESOURCES

### CONSUMER DISCLOSURE AND AUTHORIZATION FORM

#### Disclosure Regarding Background Investigation

Pepperdine University may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as “background reports”). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by Pepperdine University, throughout your employment or your contract period.

HireRight, Inc., or another consumer reporting agency, will prepare or assemble the background reports for Pepperdine University. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761. Information about HireRight’s privacy practices is available at [www.hireright.com/Privacy-Policy.aspx](http://www.hireright.com/Privacy-Policy.aspx).

The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker’s compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); professional licensing and certification checks; drug/alcohol history in violation of law and/or company policy; and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; and other information sources. If Pepperdine University should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then Pepperdine University will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by contacting Pepperdine University. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

#### ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, Massachusetts, New York or Washington State applicant, employee or contractor, please also note:

**CALIFORNIA:** Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight’s offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

**MAINE:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from Pepperdine University, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

**MASSACHUSETTS:** If we request an investigative consumer report, you have the right, upon written request, to a copy of the report.

**NEW YORK:** You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. Attached below is additional information about New York law.

**WASHINGTON STATE:** If Pepperdine University requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from Pepperdine University a complete and accurate disclosure of the nature and scope of the investigation requested by Pepperdine University. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

### Authorization of Background Investigation

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 preparation of background reports by a consumer reporting agency such as HireRight, Inc., and to the release of such background reports to Pepperdine University and its designated representatives and agents, for the purpose of assisting Pepperdine University in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if Pepperdine University hires me or contracts for my services, my consent will apply, and Pepperdine University may obtain background reports, throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of Pepperdine 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 on you by Pepperdine University.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_