



Background Check Disclosure, Authorization, and Release Form

Disclosure

This form, which you should read carefully, has been provided to you because The Ohio State University may request consumer reports and/or investigative consumer reports on you from a consumer reporting agency. The Ohio State University will use any such report(s) solely for employment-related purposes.

Consumer reports and/or investigative consumer reports on you will be obtained by a background check vendor and provided to The Ohio State University. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: credit reports, Social Security Number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, workers' compensation records, personal and professional references checks, licensing and certification checks, etc. The information contained in these reports may be obtained by the vendor from private and/or public record sources, including sources identified by you on your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

If you are denied employment as a result of information obtained from your background check, The Ohio State University will furnish you with a summary of your rights under the Fair Credit Reporting Act in a form issued by the Federal Trade Commission entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

If you are a resident of, or if you are applying for a job located in, California, Maine, or New York, please see the additional state law disclosure information provided below.

Additional State Law Notices

If you live in or are applying for a job in the state of California, Maine, or New York, please review these additional notices.

CALIFORNIA: You may view the file maintained on you by the background check vendor 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 the background check vendor'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. 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 the Company, 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 consumer reporting agencies copies of any such investigative consumer reports.

NEW YORK: You have the right, upon written 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.

Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release Form. By my signature below, I consent to the release of consumer reports and/or investigative consumer reports to The Ohio State University in conjunction with my job application. I also authorize disclosure to The Ohio State University and/or to the background check vendor of information concerning my employment history, earning history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information The Ohio State University deems pertinent by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; credit bureaus; motor vehicle records agencies; and other applicable sources. I hereby release and hold the vendor and The Ohio State University, its officers, directors, employees, and trustees harmless from any and all liability with respect to the consumer reports, investigative consumer reports, investigations, verifications, and/or the use of any information relevant to my employment. This Background Check Disclosure, Authorization, and Release form, in original, faxed, photocopied, or electronic form, will be valid for any reports that may be requested by The Ohio State University.

I understand that if The Ohio State University hires me, my consent will apply throughout my employment to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to The Ohio State University, Office of Human Resources, Organization and Human Resource Consulting. I also understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during, or after my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

I hereby certify that I have given Ohio State University Student Life Human Resources permission to obtain a copy of any arrest or conviction record pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation. I understand that, if this release is statutorily required as a condition of employment, Ohio State University Student Life Human Resources will be provided with any additional arrest or conviction record pertaining to me entered into the files of the Ohio Bureau of Criminal Identification and Investigation for a period of one (1) year following the date of the execution of this release. I hereby release the Ohio Bureau of Criminal Identification and Investigation and all individuals connected therewith from all liability in connection with the dissemination of such arrest and conviction data.

- ☐ **For residents of, or for jobs located in, California, Minnesota, and Oklahoma only:** You will be provided with a free copy of any consumer reports or investigative consumer reports on you if you check the box to the left.

TO BE COMPLETED BY APPLICANT

Applicant's Last Name _____ First Name _____ Middle Name _____

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

Driver License #/State of Issue _____ Daytime Phone # _____

List current address and all residential addresses for the past seven (7) years

Applicant's Current Home Address (please print) _____ # of Yrs _____ Previous Address _____ # of Yrs _____

City, State, Zip Code _____

Previous Address _____ # of Yrs _____ Previous Address _____ # of Yrs _____

Have you ever been convicted of or entered a plea of guilty or no contest to any felony or misdemeanor (other than a minor traffic violation)?

☐ Yes ☐ No

If you answered "yes" to the question above, please describe the details of all offenses including nature, circumstances, and dates. (Attach additional sheets if necessary.) A conviction will not necessarily be a bar to employment.

Conviction _____ Date of Conviction _____ City/State (Jurisdiction) _____

Details: _____

Applicant Signature _____ Date _____

TO BE COMPLETED BY HIRING UNIT

Job Title: _____ Position #: _____

Hiring Unit: _____ Hiring Manager: _____

Submitted By: _____ Campus Phone: _____

Internal/External Applicant? (circle one) Internal External (Internal/Former) Employee ID#: _____