

Instructions for Completion of Background Investigation Forms

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status in the conduct and operation of all its educational programs and activities. The University also confirms its commitment to academic freedom, including freedom of expression and freedom from discrimination.

The University seeks to provide a safe environment, conducive to the furtherance of our academic mission. To help accomplish this, the University conducts background checks for all applicants seeking employment in order to verify credentials and criminal history. Please note that a prior criminal conviction will not necessarily preclude employment; such information will be considered in the context of the specific position for which the applicant is applying.

In compliance with federal and state law and the University's policy, the following procedure governs the background investigation of all applicants:

1. The *Disclosure to Employment Applicant Regarding Procurement of a Consumer Report*, set forth below, is to be read and retained by the applicant.
2. The *Background Investigation Authorization and Release* is required to be completed and signed by the applicant and returned, together with the University's job application form, signed by the applicant, to the Office of Human Resources.

Disclosure to Employment Applicant Regarding Procurement of a Consumer Report

In connection with your application for employment, Hofstra University will obtain a "consumer report" about you, limited to educational and criminal background checks. The report will not be used for any other purpose. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report in writing and a description in writing of your rights under applicable law.

Please be advised that we may also obtain an "investigative consumer report," including information as to your background, which is obtained through personal interviews and reference checking. This entire process is governed by a federal law called the Fair Credit Reporting Act, a summary of which is attached. Information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and the scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested, whichever is later in time.

Reports, limited to educational and criminal background checks will be obtained by the University from ADP Screening and Selection Services, a consumer reporting agency that is located at 301 Remington Street, Fort Collins, Colorado 80524. ADP Screenings and Selection Services can be contacted at 800-367-5933. You are required to sign the Background Investigation Authorization and Release for this purpose.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized in the attached document.

For residents of, or for jobs located in, California, Minnesota, Massachusetts, New York and Oklahoma: You may request a free copy of any background check report by checking the box below.

I request a free copy of the report.

STATE LAW NOTICES:

If you live in, or are seeking work for the Company in California, Maine, Massachusetts, N.Y. or Washington State, note:

CALIFORNIA: You may view the file that the Consumer Reporting Agency has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by going to the Consumer Reporting Agency's offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file summary by telephone. The Consumer Reporting Agency can answer questions about information in your file, including any coded information. If you go in person, another person can come with you, so long as that person can show proper identification.

MAINE: If you ask us, you have the right to know whether the Company ordered a background check report on you. You may request the name, address and telephone number of the nearest office for the Consumer Reporting Agency. We will send this information to you within five business days of our receipt of your request. You have the right to ask the Consumer Reporting Agency for the report.

MASSACHUSETTS: If you ask, you have the right to a copy of any background check report concerning you that the Company has ordered. You may contact the Consumer Reporting Agency for a copy.

NEW YORK: If you submit a written request, you have the right to know whether the Company ordered a background check on you from the Consumer Reporting Agency. You may inspect and order a copy of the report by contacting the Consumer Reporting Agency.

WASHINGTON STATE: You have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of any "investigative" consumer report we may have requested. 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. If the Company obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

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, DC 20580.

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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, DC 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.

• **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 1-888-567-8688.

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a 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 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
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 202-368-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

Background Investigation Authorization and Release

I agree and authorize Hofstra University to assist me in obtaining, and/or to obtain directly, any information pertaining to my application for employment. In addition, I release and discharge Hofstra University, and its agents from any and all liability, claims and damages arising out of, or relating to, any investigation.

I authorize ADP Screening and Selection Services, or any of its agents, on behalf of Hofstra University, to procure "consumer reports" and "investigative consumer reports," limited to educational and criminal background checks, for employment purposes. I understand that I have the right to request, in writing, information pertaining to the nature and scope of the investigation. I understand that before adverse action, including the denial of my employment can be taken against me in whole or in part due to a consumer report, I will be provided with a copy of the report. I have received and read the Disclosure to Employment Applicant Regarding Procurement of a Consumer Report and I have received a summary of my rights under the Fair Credit Reporting Act. I also understand I may have additional rights under applicable state law.

I authorize all government agencies, state department of motor vehicles, corporations, companies, educational institutions, persons, law enforcement agencies, workers' compensation agencies, criminal, civil and federal courts, and former employers to release information they may have about me and release them from any liability from doing so. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. Please provide address history for the past seven (7) years.

Signature

Date

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Other Information: Please use ink and print clearly.

Name (First, MI, Last)

Maiden (or other names and dates used)

Social Security Number

Date of Birth

Driver's License Number and State

The following states require sex and race to obtain information:

AL, AR, FL, GA, IA, IL, IN, MI, OR, SC, TX, WI

Sex: Male _____ Female _____

Race: Asian ___ Black ___ Hispanic ___ White ___ Other ___

Address information: Please use ink and print clearly

Current address (number and street)

Current address (Town, State, Zip)

From: _____ To: _____

First prior address (number and street)

First prior address (Town, State, Zip)

From: _____ To: _____

Second prior address (number and street)

Second prior address (Town, State, Zip)

From: _____ To: _____

Third prior address (number and street)

Third prior address (Town, State, Zip)

From: _____ To: _____



HOFSTRA UNIVERSITY.

HUMAN RESOURCES

BACKGROUND INVESTIGATION REQUEST FORM

Requested By: _____

Title: _____

Phone #: _____

Budget Number: _____

Applicant Name: _____

Department: _____

Position: _____

Expected Hire Date: _____

Please attach a signed and completed copy of the Background Investigation Authorization Form, Employment Application, and Resume/CV and submit it to Human Resources via e-mail (PDF) to backgroundcheck@hofstra.edu or fax (516-463-5421) to Lillian Colella or Cynthia Hernandez.

FOR HUMAN RESOURCES USE ONLY

Processed By: _____

Date Submitted to ADP: _____

Date Completed by ADP: _____

Reviewed By: _____

Department Notification Date: _____