

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.

Address information: Please use ink and print clearly

Name (First, MI, Last) _____

Current address (number and street) _____

Maiden (or other names and dates used) _____

Current address (Town, State, Zip) _____

Social Security Number _____

From: _____ To: _____

Date of Birth _____

First prior address (number and street) _____

Driver's License Number and State _____

First prior address (Town, State, Zip) _____

The following states require sex and race to obtain information:

From: _____ To: _____

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

Second prior address (number and street) _____

Sex: Male _____ Female _____

Second prior address (Town, State, Zip) _____

Race: Asian _____ Black _____ Hispanic _____ White _____ Other _____

From: _____ To: _____

CAMP _____

Third prior address (number and street) _____

Budget # _____

Third prior address (Town, State, Zip) _____

From: _____ To: _____

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.