



BACKGROUND INVESTIGATION DISCLOSURE AND AUTHORIZATION

In connection with my application for employment or continued employment with Mesa State College ("College"), I understand that the College may request Consumer Reports and/or Investigative Consumer Reports ("Reports") from a consumer reporting agency. The College will consider the information confidential and will use any such Reports solely for employment-related purposes. A copy of the employee's Report(s) obtained through this investigation process will be provided to the employee upon request.

Reports will be obtained from HireRight, Inc., ("HireRight") located at 2100 Main Street, Suite 400, Irvine, CA 92614 (or from other such agent as the College determines). HireRight can be contacted at 800-400-2761.

Examples of the types of Reports obtained are: social security number verification, criminal records checks, public court records checks, public agency records educational records, credit reports, verification of employment positions held, personal and professional references, licensing, and certifications. Such information may be obtained by HireRight from private or public record sources, employers, educational institutions, organizations, and individuals.

I acknowledge that the College has provided me a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681(g)(c). I understand that I have the right to request additional information about the nature and scope of the background investigation and resulting Reports by submitting a written request to Mesa State College Human Resources Office, 1100 North Avenue, Grand Junction, Colorado 81501.

If I am a resident of California, Maine, or New York, I acknowledge that I have read the applicable state law disclosure information at the end of this form.

By my signature below, I expressly authorize the College and HireRight to perform a background investigation on me and release to the College the resulting Reports in conjunction with my application for employment. I further understand that any and all information contained in my application submittals or otherwise disclosed to the College by me may be utilized for the purpose of obtaining the Reports requested by the College. I understand and agree that if the College offers me employment, it may request a consumer report and/or an investigative consumer report about me for employment-related purposes during the course of my employment. I understand that my authorization for and consent to this background investigation will be valid for one hundred eighty (180) days after the date of my signature below.

To facilitate the College's background investigation, I hereby authorize, request and require any persons, government agencies, educational institutions, corporations, or any other public or private entity contacted by the College, HireRight, or their agents to disclose and release to HireRight and the College any information and records they have regarding my employment history, educational records, credit history and standing, motor vehicle history and standing, and criminal history.

I understand and agree that a facsimile (FAX) or photographic copy of this authorization will be as valid as the original. I understand that any offer of employment I may receive is contingent upon the successful completion of the College's background investigation. I further understand that any false or incomplete information provided on this form, in my employment application or supporting materials may be cause for rejection of my application or termination of employment.

I understand that to facilitate the proper identification of my file or records, my disclosure of the personal information requested on following pages is necessary

Applicant Last Name First Middle

Previous Names or Aliases:

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

Name on driver's license, if different than above

Drivers License # and State of Issue Phone Number

Present Street Address

City/State/Zip (country if other than U.S.)

(*Federal Law prohibits discrimination against persons age 40 and over. Date of birth is used for verification purposes only and is not released to the hiring official or search committee prior to an individual's acceptance of employment.)

Prior residential addresses within past seven (7) seven years: (Attach additional page, as necessary.)

1) to
 Address City State Zip Dates of Residence

2) to
 Address City State Zip Dates of Residence

EMPLOYMENT Start with your present or last job. Include job-related military service assignments and volunteer activities. Please include information for past seven years. (Attach additional sheets if necessary.)

NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE:
<input type="text"/>	From: <input type="text"/>	<input type="text"/>
<input type="text"/>		SUPERVISOR: <input type="text"/>
<input type="text"/>		
Telephone: <input type="text"/>	To: <input type="text"/>	REASON FOR LEAVING: <input type="text"/>

NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE:
<input type="text"/>	From: <input type="text"/>	<input type="text"/>
<input type="text"/>		SUPERVISOR: <input type="text"/>
<input type="text"/>		
Telephone: <input type="text"/>	To: <input type="text"/>	REASON FOR LEAVING: <input type="text"/>

GENERAL INFORMATION

1. Have you ever been discharged or asked to resign from any position? Yes No
 (If "yes", give detailed explanation below.)

2a. Have you ever been convicted of, entered a plea of guilty or no contest, or received a deferred prosecution or judgment for a felony or misdemeanor? Yes No

(You may omit any offense committed which was finally adjudicated in a juvenile court or under a Youth Offender law, or for which records have been officially sealed.)

2b. Do you have any current or pending criminal charges? Yes No

2c. While in the military service, were you ever convicted by a general court martial? Yes No N.A.

If "yes" to 2a, 2b, or 2c, give details below. If more room is needed please submit on separate sheet of paper.
 NOTE: A conviction will not automatically exclude you from employment consideration.

Date	Charge	Place	Court	Action Taken

- Check this box if you would like a copy of the background e-mailed to you. Provide an e-mail address.
- I have read the Background Disclosure and Authorization form and understand my rights.
- I have been provided a copy of "A Summary of Your Rights under the Fair Credit Reporting Act."

Applicant Signature _____

Date _____

E-mail address _____

Additional State Law Notices

California: Under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. 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. 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 the College, 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.