

# CONSENT AND DISCLOSURE FORM

## APPLICANT RELEASE

I understand a consumer report may be generated on me which may include obtaining information regarding, among other items, my work habits, performance and experience, along with reasons for termination of past employment, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the U.S Citizenship & Immigration Service) subject to state and federal law. I also understand, ASU may obtain further information through subsequent investigations so as to update, renew or extend employment. I fully understand that ASU and/or their agent may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for ASU and/or their agent to do so.

If this background check is for a security or safety-sensitive position I understand that I am required to complete a fingerprint form to be sent to the Arizona Department of Public Safety and the FBI. I authorize the Arizona Department of Public Safety and the FBI to disclose to Arizona State University any and all criminal history records pertaining to me, which may be in the files of any Federal, state, or local criminal justice agency.

I certify that all information provided below is true and complete to the best of my knowledge:

- I hereby consent to this investigation and authorize, without reservation, any one contacted by ASU and/or their agent to furnish the information as stated above.
- I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.
- I hereby authorize, without reservation ASU and/or their agent, to contact my present employer for employment verification/references.
- I understand that before I am denied employment based, in whole or part, on information obtained in the consumer report, I will be provided a copy of the report and a description in writing of my rights under the FCRA.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Phone

\_\_\_\_\_  
Printed Name (First Name) (Middle Name) (Last Name, Suffix)

\_\_\_\_\_  
Home Address City, State, Zip

\_\_\_\_\_  
Maiden Name/Other Names Used Social Security Number - A Social Security Number is required for a criminal background check. However, it is optional for all other pre-employment screenings. Your Social Security number will only be used in order to confirm your identity for purposes of completing an accurate background investigation

Date of Birth: \_\_\_\_\_  
The Age Discrimination in Employment Act of 1967 and the Arizona Civil Rights Act prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

\_\_\_\_\_  
Driver's License Number (Required for Motor Vehicle Division Reports) State of Issue

Have you ever been convicted of (or plea bargained to) a felony criminal charge?  No  Yes Note: A prior conviction will not necessarily disqualify you from employment. However, failure to disclose criminal conviction information is an omission of material fact and may lead to the rescission of any conditional offer of employment or termination of an employee's employment at ASU.

If yes, list the nature of the conviction, jurisdiction and terms of sentencing and disposition of the case (attach page if necessary):

**Minnesota & Oklahoma Applicants Only:** I have the right to request a copy of my consumer report from Sterling Testing Systems, Inc. by checking the box below. Sterling Testing Systems will mail the consumer report directly to me. **Minnesota Applicants Only:** I have the right to make a written request to the consumer reporting agency to provide me with a complete and accurate disclosure of the nature and scope of the consumer report.

Being a resident of Minnesota or Oklahoma, I wish to receive a copy of the consumer report. (Check box only if you wish to receive a copy)

**FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S) NOTICE:**  
In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statute(s).