



## **CONSENT TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

The University of Dayton may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by the University of Dayton, throughout your employment.

The consumer report information will, in whole or in part, be obtained from Sterling Infosystems, 6111 Oak Tree Blvd, 4<sup>th</sup> floor, Independence, OH 44131, telephone 800.853.3228. These reports may include information as to my general reputation, character, personal characteristics, mode of living, work habits, job performance and experience along with reasons for termination of past employment from previous employers. The types of information that may be obtained include, but are not limited to: social security number verifications; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my driving, credit, civil, education and other experiences.

**California, Minnesota & Oklahoma Applicants Only:** Please check here to have a copy of your consumer report sent directly to you. Minnesota and Oklahoma applicants will receive a copy directly from Sterling Infosystems. California applicants may receive a copy from either the prospective employer or Sterling Infosystems.

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### **Notice to CALIFORNIA Applicants**

Under Section 1786.22 of the California Civil Code, you have the right to request from Sterling Infosystems, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which Sterling Infosystems has previously furnished within the two-year period preceding your request. You may view the file maintained on you by Sterling Infosystems during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

### **Notice to NEW YORK Applicants**

Under Article 25 Section 380-g of the New York General Business Law, should a consumer report received by an employer contain criminal conviction information, the employer must provide to the applicant or employee who is the subject of the report, a printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.



I authorize, without reservation, any party, institution, or agency contacted by Sterling Infosystems or this employer to furnish the above mentioned information:

Applicant Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Birth\* \_\_\_\_\_

**\*Date of Birth is requested in order to obtain accurate retrieval of records.**

Alias/Previous Name(s) \_\_\_\_\_

Current Address \_\_\_\_\_  
City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Job Title / Hiring Manager \_\_\_\_\_

a) Have you ever been cited for, plead guilty to, or convicted of any felony, misdemeanor or minor misdemeanor, federal, state, or municipal offense while inside or outside the jurisdiction of the United States; excluding parking citations or speeding violations? (A citation, plea or conviction will not automatically disqualify an applicant from employment consideration.)

**YES or NO (please circle one)**

b) Please note, should the University of Dayton choose to hire an applicant, the applicant agrees to give written notice to the Office of Human Resources of any changes to the question "a" while the applicant is employed at the University of Dayton.

If you answered yes, please describe the details of any and **ALL** offenses including nature, circumstances, and dates. (Attach additional sheets if necessary).

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**Note:** Failure to disclose could result in termination of offer and employment with the University of Dayton. A conviction will not necessarily be a bar to employment.

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_