

# The University of Oklahoma Background Check Authorization (updated 02/05/2013)

Hiring department completes this section. Incomplete information will delay the hiring process.	
Department:	Billing Account #:
Department Contact:	Requisition #:
Contact Phone:	Today's Date:
<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer <input type="checkbox"/> Medical Resident <input type="checkbox"/> Volunteer <input type="checkbox"/> Other, Describe:	

## APPLICANT MUST READ AND SIGN

The University of Oklahoma will conduct Standard Pre-Employment Background Screening on designated new hires and on certain employees to substantiate their qualifications for employment. Criminal background checks will be conducted in addition to the Standard Pre-Employment Screening. I understand that the University of Oklahoma may utilize the services of a third-party as part of the procedure for processing my application for employment. I also understand if my application for employment is granted, the University of Oklahoma may obtain further information through subsequent investigations in order to update, renew, or extend my employment. In accordance with the Fair Credit Reporting Act, this information may only be used to verify statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report 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).

I understand an investigative report may be generated on me which may include obtaining information regarding, among other items, my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, 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 Immigration & Naturalization Service) subject to state and federal law. I fully understand that the University of Oklahoma 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 the University of Oklahoma and/or its agent to do so.

**APPLICANT / EMPLOYEE DISCLOSURE** - I understand that I have the right to receive notice about the nature and scope of any investigative consumer report requested within five days after the University receives my request or five days after the investigative consumer report was requested, whichever is later. I also understand that before I am denied employment based, in whole or part, on information obtained in the investigative consumer report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act prepared pursuant to 15 U.S.C. section 1681(g)(c). I understand if I disagree with the accuracy of any information in the report, I must notify the University within five business days of the receipt of the report that I am challenging information in the report, the University of Oklahoma will not make a final decision on my employment status until after I have had a reasonable opportunity to address the information contained in the report.

**APPLICANT/EMPLOYEE RELEASE AND AUTHORIZATION** - I hereby consent to this investigation and authorize, without reservation, any one contacted by the University of Oklahoma and/or its agent to furnish the information as stated above. In order to verify my identity for purposes of the background investigation I am voluntarily releasing my date of birth for my own benefit and fully understand that age is not a consideration of employment. In addition, I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**California, Minnesota, & Oklahoma Residents:** I have the right to request a copy of my consumer report by checking the box below. Check the box ONLY if you wish to receive a copy.

I am a resident of California, Minnesota, or Oklahoma and I wish to receive a copy of the consumer report.

**Minnesota Residents 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. **California Residents Only:** I may obtain from the consumer reporting agency a copy of my file upon submitting proper identification and paying the costs of duplication services.

**The University of Oklahoma Supplement to Background Check Authorization**  
**To Be completed by the Applicant. Review these instructions before completing the form.**

The information you provide on this form will be used to complete a background investigation and a criminal records check. Incomplete or eligible information can delay the hiring process. Be sure to: 1.) PRINT or type all requested information. 2) Provide your SSN and complete date of birth. 3) Provide a physical street address for your current place of residence. A post office box cannot be used. 4). List all last names you have used during the last seven years including aliases, marriage names, and maiden names. 5) List all cities and states in which you have lived in for the last seven years. This must include dates of residence (i.e. 06-07 to 12-08). Only city and state information is required for prior residence information.

First Name:		Middle Name:		Last Name:	
List all last name used in the last seven years. Including aliases, marriage names, and maiden names:					
Date of Birth:			Social Security Number:		
Current Street Address:					
City:		State:	Zip:	Country/Province:	
Permanent Street Address (if different than Current Address):					
City:		State:		Zip:	
Email:			Phone:		
Driver's License Number:			State Issuing Driver's License:		

<b>List all cities and states in which you have lived during the last 7 years. Attach an additional sheet if needed.</b>					
<b>Address:</b>					
City:		State:	Zip:	Country/Province:	
From: (Month/Year):			To:(Month/Year):		
<b>Address:</b>					
City:		State:	Zip:	Country/Province:	
From: (Month/Year):			To (Month/Year):		
<b>Address:</b>					
City:		State:	Zip:	Country/Province:	
From (Month/Year):			From (Month/Year):		

<b>Complete this section if you are not currently living in Oklahoma.</b>	
Have you ever lived in Oklahoma? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes," list dates of residence:

Applicant Signature:	Date:
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