

## Employment Inquiry Release

Saint Francis University is committed to hiring the very best candidate for every position at the institution and to provide the safest possible environment for students, visitors, faculty, and staff. To that end, thorough background checks will be conducted during the screening and selection process. In connection with your application for employment, on our behalf, ChoicePoint, Inc. will make inquiries which may include, but are not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination of past employments.

It is the policy of Saint Francis University to obtain:

1. Criminal history record information on applicants who are under final consideration for positions following the normal screening and selection process.
2. Consumer credit history checks on applicants who are under final consideration for positions that involve the handling of transporting of cash. All credit checks are conducted in compliance with the Federal Fair Credit Reporting Act of 1997 (FCRA). In compliance with the Fair Credit Reporting Act, you are entitled to be informed if any offer of employment is withheld because of information obtained by ChoicePoint, Inc. and, in that event, upon your written request, we will provide a copy of the report we receive and the FTC notice, "A Summary of your Rights under the Fair Credit Reporting Act."

Please complete and sign the form which follows, authorizing, without reservation, any party, including but not limited to, employers, consumer reporting agencies, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by ChoicePoint, Inc. to furnish any or all of the above mentioned information. Your authorization releases ChoicePoint Inc. and Saint Francis University and/or their agents and any person or entity which provides information in good faith, pursuant to this authorization from any and all liability for damages arising from the investigation and disclosure of the requested information. Your signature allows a photocopy or fax copy of this authorization to be as valid as the original. **Please Print Clearly.**

Last Name	First Name	Middle Name	Suffix	Social Security Number	Date of Birth

**Maiden Name or Other Names Used:** \_\_\_\_\_

	Number and Street Name	Apt Number	City	State	Zip
<b>Current Address</b> # years at this address ____					
<b>Previous Address</b> # years at this address ____					

**Applicant Signature:** \_\_\_\_\_

*\*NOTE: Social Security Number and Date of Birth are requested for identification purposed only, and are in no manner used as qualification for employment. Saint Francis University is an Equal Opportunity Employer.*