

## FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION TO RELEASE INFORMATION

### DISCLOSURE

As an applicant for employment or volunteer service (including: USPS, A&P, Faculty, Student, Graduate Assistant, OPS and Volunteers) or a current employee of the University of Central Florida, you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, reassignment, promotion, or other employment-related actions, the University of Central Florida may obtain, or has decided to obtain, from a consumer reporting agency, a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act.

A “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the University of Central Florida.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, and credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews by an entity or person that is a consumer reporting agency with your neighbors, friends, or associates or with others with whom you are acquainted or who may have knowledge concerning any such items of information. In connection with an investigative consumer report, you may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation as well as a written summary of your rights under the Fair Credit Reporting Act.

The information sought may include but not be limited to a number of sources, such as: criminal conviction records; public court records; and **when applicable**, Department of Motor Vehicle records; credit reports; and verification of highest degree; and, **if applicable**, current professional license or certification earned, including information regarding your credit, standing, capacity and history or similar characteristics; character; general reputation; personal characteristics; or mode of living. The information requested may also include employment verification and social security verification.

### AUTHORIZATION TO RELEASE INFORMATION

I have read and understand the above Disclosure. During the application process as a selected candidate and at any time during the tenure of my employment/service with the University of Central Florida, I hereby authorize the University of Central Florida to procure one or more consumer reports and/or investigative consumer reports on me for employment purposes, as described in the above Disclosure. I understand the consumer report(s) and/or consumer investigative report(s) may include information regarding my credit worthiness, standing and capacity if applicable, criminal conviction records, public court records, Department of Motor Vehicle records, verification of highest degree, professional license or certification, character, general reputation, personal characteristics, or mode of living. This report(s) may be compiled with information from credit bureaus, court records repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I have rights under the Fair Credit Reporting Act, including that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living obtained through personal interviews by an entity or person that is a consumer reporting agency, as well as a written summary of my rights under the Fair Credit Reporting Act.

I understand that the University of Central Florida requires my social security number, date of birth, race and sex information, as required by the Immigration and Control Act of 1986-8 USC 1324, for use in the proper identification and background screening of employees. I understand that this information will not be used to discriminate against me in violation of any law.

**I acknowledge that I have read this Authorization To Release Information, fully understand it, and freely and voluntarily agree to its provisions.**

**All fields below are required to be completed by the candidate.**

Signature: \_\_\_\_\_ Printed Name: 

	First	Middle	Last
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Social Security Number:\* 



 Date of Birth:\*

Driver's License Number: 



 State: 



  
*(Put 'N/A' if not applicable)*

Current Address: 

	City	State	Zip Code
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Street/P.O. Box

Previous Address: 

	City	State	Zip Code
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Street/P.O. Box  
*(Put 'N/A' if not applicable)*

\* For Identification Purposes Only.

Note: Your social security number is required for the procurement of a background check and will not be disclosed to any third party except as required by law.

**California, Minnesota & Oklahoma Residents please note:** In connection with your application for employment, your consumer report may be obtained and reviewed. Under California, Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

- YES, I am a California resident and would like a free copy of my investigative consumer report.
- YES, I am a Minnesota resident and would like a free copy of my consumer report.
- YES, I am an Oklahoma resident and would like a free copy of my consumer report.

**California Residents please note:** In connection with your application for employment, your credit report may be obtained and reviewed. Under CA law, you have a right to receive a free copy of your credit report by checking the appropriate box below. Your credit report will be mailed to you by the credit bureau. Please note that if you elect to receive the entire investigative consumer report, this will include your credit report.

- YES, I am a California resident and would like a free copy of my credit report.

Printed Name

Street Address

City, State, Zip

**ADDITIONAL STATE LAW NOTICES**

If you currently live in the state of California, Maine or New York, please review these additional notices.

**CALIFORNIA:** If you chose to receive a copy of the consumer report and/or investigative consumer report, you may request a copy of this file by certified mail upon submitting proper identification and paying the costs of duplication services.

**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 University,

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.

**MASSACHUSETTS:** If we request an investigative consumer report, you have the right, upon written request, to a copy of the report.

**WASHINGTON STATE:** If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**For Hiring College/Department Use Only (All fields below are required):**

Subject being hired as (choose one of the followings):

- GRA (9181 & 9182)       GTA (9183 & 9184)       GA Contract (9186)
- GA Hourly (OPSGRD)       GTG (9187)
- Faculty       Adjunct       Post Doc       Courtesy Appointment
- OPS Undergraduate Hourly (OPSSTU)       OPS Non-Student Hourly       Volunteer
- USPS       A&P       Existing Regular Employee

Hiring College/Department:

Point of Contact & Phone#:

Department #:

**Note: Please ensure all the information provided by the candidates is accurate before submitting it to Recruitment. Any additional costs occur that caused by inaccurate information provided will be charged back to the hiring departments.**

For background checks for USPS & A&P new hires, please attach the completed document via Online Employment System.

For background checks for other types of hires, please either email the completed document to Recruitment at employment@ucf.edu or fax 407.823.1095.