



PITTSBURG STATE UNIVERSITY
DISCLOSURE AND AUTHORIZATION
Regarding Procurement of a Consumer Report

Pittsburg State University conducts pre-employment screening on new hires. The pre-employment screening includes a criminal background check and may also include a credit history report if necessary for the position. Before making an adverse decision, PSU will provide you with a copy of the consumer report and a description in writing of your rights under the FCRA.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Pittsburg State University (PSU) may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Validity Screening Solutions, PO Box 25406, Overland Park, KS 66225-5406, 866-915-0792, www.validityscreening.com or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing PSU to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

Print Full Name

Date

Applicant Signature

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the separate document *Disclosure Regarding Background Investigation* and *A Summary of Your Rights Under the Fair Credit Reporting Act* (please keep this document) and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by PSU at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Validity Screening Solutions, PO Box 25406, Overland Park, KS 66225-5406, 866-915-0792, www.validityscreening.com, and/or Pittsburg State University itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

Washington State applicants only: 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.

Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

(Include email address: _____)

California applicants only: Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person’s presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

(Include email address: _____) www.validityscreening.com/site/privacypolicy

I understand that falsification, misrepresentation, and/or omission of information on my employment application and/or this disclosure and authorization form is grounds for excluding me from further consideration, withdrawal of a job offer, and if already employed, termination of my employment.

Print Full Name

Date

Applicant Signature

PITTSBURG STATE UNIVERSITY
DISCLOSURE AND AUTHORIZATION FORM

Please Type or Print Clearly

Last Name _____ First Name _____ Middle _____

Other/Former Names _____ PSU ID Number (if applicable) _____

Social Security Number* _____ - _____ - _____ Date of Birth* _____ Month _____ Day _____ Year

Current Address _____

City _____ State _____ Zip Code _____

County _____ Phone Number _____

Primary Email Address _____

Department _____ Position _____

Are you currently employed in a benefits-eligible position at another Kansas Board of Regents Institution?
____ Yes ____ No If yes, where _____

*This information will be used for the sole purpose of identification when conducting a background investigation and will not be used as hiring criteria. Your information will be maintained in a limited access file, detached from your application.

Where to send your completed form:

University Support Staff Positions: Human Resource Services, 204 Russ Hall, or fax to 620-235-6002, or scan and email to payroll@pittstate.edu. Contact 620-235-4191 if you have any questions.

Unclassified Staff, Faculty and Graduate Assistant Positions: Office of Institutional Equity, 218 Russ Hall, or fax to 620-235-4190, or scan and email to eoaa@pittstate.edu. Contact 620-235-4185 if you have any questions.

Student Employee Positions: Career Services, 202 Horace Mann, or fax to 620-235-4008, or scan and email to careers@pittstate.edu. Contact 620-235-4143 if you have any questions.

HRS AND EO USE ONLY

Department Name: _____ Position: _____

Criminal Check

Date sent: _____

Date received back: _____

Results

- Clear
 Hold- Committee Meeting

Pre-Ad Notice Date: _____

- Hire
 Not Hire

Ad Notice Date: _____

Fiduciary Check

Date sent: _____

Date received back: _____

Results

- Clear
 Hold- Committee Meeting

Pre-Ad Notice Date: _____

- Hire
 Not Hire

Ad Notice Date: _____

Sex Offender Registry Only

Date completed: _____

Results

- Clear
 Hold- Committee Meeting

Pre-Ad Notice Date: _____

- Hire
 Not Hire

Ad Notice Date: _____

CONTACTED DEPARTMENT: _____