

BACKGROUND DISCLOSURE AND AUTHORIZATION

The University of Colorado Denver | Anschutz Medical Campus (the “University”) may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment. This background information may be obtained in the form of consumer reports and/or “investigative consumer reports” (commonly known as “Background Reports”). These background reports may be obtained at any time after receipt of your authorization and, if you are hired by the University, throughout your employment.

HireRight, Inc. (“HireRight”), will prepare or assemble background reports for the University. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted at (800) 400-2761.

The types of information that may be obtained include but are not limited to: credit reports and bankruptcy filings history (for certain employment positions only); social security number verification; criminal records and history; public court records; driving records; educational history verification (e.g. dates of attendance, degrees obtain); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); workers compensation claims; personal and professional references checks; professional licensing and certification checks; address history; accident history; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

The information may be obtained from private and public record sources, including as appropriate: government agencies and courthouses; educational institutions; current or former employers, or other acquaintances and other information sources. If the University should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the University will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by submitting a written request to the University at: **UCD Human Resources Office, P.O. Box 173364, Mail Stop 130, Denver, Colorado, 80217-3364.** A summary of your rights under the Fair Credit Reporting Act (FCRA) can be found at: <http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre35.pdf>.

ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, Massachusetts, New York or Washington State applicant, employee or contractor, please also note:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight’s offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

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 Company, 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 agencies copies of any such reports.

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

NEW YORK: You have the right, upon 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. You may inspect and receive a copy of the report by contacting that agency. Attached below is additional information about New York law.

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.

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight and to the release of such background reports to the University and its designated representative and agents, for the purpose of assisting the University in making a determination as to my eligibility for employment, promotion, retention or for other lawful employment purposes. I understand that if the University hires me, my consent will apply, and the University may obtain background reports, throughout my employment or contract period.

I understand that information contained in my employment, or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I certify the information I provided on and in connection with this form is true, accurate and complete. I also understand that any false statements or deliberate omissions on this document or any other document I file with UCD may be grounds for disqualification from employment or, if discovered after employment begins, could result in discipline up to and including my termination of employment. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the University.

California, Minnesota or Oklahoma applicants only: Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the University.

Department HR Liaison: _____ Supervisor/Hiring Authority: _____

Applicant/Employee Last Name _____ First _____ Middle _____

Other names used if different than above _____

Applicant Phone number _____ E-mail address of applicant _____

Job Posting # _____ Position Title or Program applied for _____

Social Security # _____ Date of Birth (for ID purposes only) _____

Present Address _____

City/State/Zip _____

Driver's License # (only if job posting listed driving as requirement) _____

State Issuing _____

Applicant/Employee Signature _____ Date _____

Please respond to the following questions in the most complete and accurate manner possible. Do not identify convictions for which the criminal record has been expunged or sealed by the court. For purposes of the following questions, a "conviction" means guilty verdict, guilty plea or Nolo Contendere ("No Contest") plea.

Have you ever been convicted of a felony? No Yes

If yes, please give details including date, state/county court in which conviction was entered, type of felony, etc.

Have you ever been convicted of a misdemeanor? No Yes

If yes, please give details including date, state/county court in which conviction was entered, type of misdemeanor, etc.

I have read the Background Investigation Consent and Release form and understand my rights. Please scan completed form to HR.Backgrounds@ucdenver.edu or fax to 303-315-2725

For HR use only

Position requires driving – MVR required _____

HHS – OIG exclusion list verified _____