

# Criminal History Check (CHC) Disclosure Notice and Release Authorization

Office of Human Resources

|  |                  |                    |                 |
|--|------------------|--------------------|-----------------|
| <b>HIRING UNIT/DEPARTMENT USE ONLY:</b>  |                  |                    |                 |
| Criminal History Checks cannot be performed unless the information requested below is provided.<br><b>Incomplete forms will be returned.</b> |                  |                    |                 |
| ORG # / Hiring Unit / Department _____   |                  | Index Number _____ |                 |
| Position Title _____   | Position # _____ | Posting # _____    |                 |
| Supervisor / Contact _____   |                  |                    |                 |
| CHC Only   | CHC & DMV        | YP Recheck         | PD Update       |
|  |                  | IT                 | A H L F M PI YP |

## Applicant / Candidate Information:

**\*A copy of your OFFICIAL photo ID must accompany this release\***

|   |  |                                  |
|---|--|----------------------------------|
| Full Legal Name (Last, First, Middle Name) _____  | <input type="checkbox"/> I have had a CHC with OSU | Date of Birth (MM/DD/YYYY) _____ |
| Other Name(s) Used (maiden name, previous married name(s), aliases, assumed names, etc.) _____  |  |                                  |
| Current Mailing Address _____   |  |                                  |
| If you have not lived at your current address for the last seven (7) years, please complete the following providing seven years of history.   |  |                                  |
| City _____  | State _____  | From _____ To _____              |
| City _____  | State _____  | From _____ To _____              |
| City _____  | State _____  | From _____ To _____              |
| (Add additional pages as necessary)   |  |                                  |
| Email Address: _____  | Primary Phone Number: _____                        |                                  |
| I certify and authorize the University or a law enforcement agency to conduct a background investigation as outlined in the Disclosure Notice and Authorization for Background Investigation (see page 2). I am also aware of how to access a summary of my rights under the Fair Credit Reporting Act. |  |                                  |
| Applicant or Parent/Guardian Signature: _____   |  | Date: _____                      |

|  |           |                                      |                      |
|--|-----------|--------------------------------------|----------------------|
| <b>Mark correspondence as "Confidential"</b>   |           |                                      |                      |
| <b>Return completed form by one (1) of the methods below only:</b>                       |           |                                      |                      |
| Oregon State University, OHR<br>122 Kerr Administration Bldg<br>Corvallis, OR 97331-2132 | <b>OR</b> | Email:<br>employment@oregonstate.edu | <b>OR</b>            |
|  |           |                                      | FAX:<br>541.737.7771 |

### **DISCLOSURE NOTICE FOR BACKGROUND INVESTIGATION**

Oregon State University (the "University") may request, for lawful employment purposes, background information about you from a third party or agency in connection with your application for employment or volunteer service or if you are contracted to provide services to the University. The University may obtain background information, such as criminal history information pursuant to OSU STANDARD 576, Division 055 *et seq.*, credit reports pursuant to ORS 659A.885 (commonly known as "credit history checks"), or other such related reports. A credit history check will only be conducted in narrow circumstances pursuant to statute. Additionally, the University may obtain education history, work history and reference information regarding your employment and performance from current and former employers and personal and professional references in the course of conducting recruitment and selection processes.

The University or a law enforcement agency will prepare or assemble criminal reports, educational history, and other similar background reports for the University's use in conducting a background investigation. The types of information that may be obtained by the University in the course of verifying your background information may include, but are not limited to: address history; criminal records and history; public court records; driving records; accident history; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; and other information bearing on your character, general reputation and personal characteristics. The University will only conduct a criminal background check where the applicant has received separate notification that the position is of a critical or security-sensitive nature pursuant to OSU STANDARD 576-055-0000 *et seq.* This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews; and other information sources.

Oregon State University is an affirmative action/equal opportunity employer. You may have rights under Title VII of the Civil Rights Act of 1964. If you wish to obtain further information, you must contact the Oregon Bureau of Labor and Industries.

### **AUTHORIZATION FOR BACKGROUND INVESTIGATION**

I have carefully read and understand this Disclosure and Authorization Form. By my signature on the front of this document, I consent to the University obtaining background information for purposes related to employment, volunteer service, or contracting for services. My consent includes preparation of background reports and related information by the University or a law enforcement agency and to the release of such background reports and related information to the University and its designated representatives and agents, for the purpose of assisting the University in making a determination as to my eligibility for employment, promotion, retention, volunteer service or for other lawful purposes related to employment or contracting for services. I also authorize the University to obtain any reports or background information necessary to verify my identity and fitness for the position for which I am applying. I understand that refusal to consent to a background check or to release related background information will disqualify me from consideration. I understand that information contained in my employment, volunteer service application or service contract or otherwise disclosed by me before or during my employment or service, if any, may be used for the purpose of obtaining and evaluating background reports on me.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information regarding me that is requested by the University, the University's contracted reporting agency, or law enforcement agency either orally or in writing.

I understand that personally identifiable information, such as date of birth, may be requested by the University or law enforcement agencies solely for the purpose of accurately verifying my identity. If there is a need to verify my identity or if I have lived outside the state of Oregon in the last seven (7) years, I understand that I may be asked by the University to submit my fingerprints or additional information as requested by the University. Failure to submit to fingerprinting or failure to provide additional information to verify my identity will cause me to be removed from further consideration.

I understand that nothing herein may be construed by me as an offer of employment, appointment to a volunteer service position, or a contract for services by the University.

I understand that further consideration by the University of my candidacy is contingent upon my consenting below and, therefore, I acknowledge that I authorize the University to obtain such reports and background information. I understand a copy of my Disclosure and Authorization for Background Investigation form will be maintained on file by the University in accordance with state rules and laws.

I understand that I have the right to receive a copy of my background report from the Oregon State Police, Federal Bureau of Investigation, and records resources that have provided this information to the University.

I also understand that before I am denied employment based, in whole or part, on information contained in the background report received from the reporting agency, I will be provided a copy of the report and a written copy of my rights under the Fair Credit Reporting Act: [www.ftc.gov/credit](http://www.ftc.gov/credit). I understand that if I am going to dispute the accuracy of information in the report, I must notify the University within fourteen (14) calendar days of the date of the University's notification letter to me. I understand that appealing the University's decision or challenging information provided to the University by the reporting agency will not cause a delay or postponement of the University hiring process or employment decisions.

I hereby release and discharge, to the extent permitted by law, Oregon State University, its employees, and any individual or agency obtaining information on the University's behalf, for any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and disclosure of information in connection with this background investigation.

I understand employees and volunteers whose position descriptions have been designated as critical or security sensitive are required to notify the Assistant Vice President or Associate Director of the Office of Human Resources if they are convicted of a crime relevant to determination of fitness as identified in OSU STANDARD 576-055-0060 while serving in these positions. Incumbents in *Youth Programs* must have criminal history checks repeated every 2 years.