

**NORTHEASTERN ILLINOIS UNIVERSITY
DISCLOSURE AND AUTHORIZATION FORM
Disclosure Regarding Background Investigation**

Northeastern Illinois University (the University) may request background information about you in connection with your 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 will be obtained after receipt of your authorization.

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

The types of background information that may be obtained include: social security number verifications; address history; criminal records and history; public court records; driving records; accident history; worker’s compensation claims; bankruptcy filings; 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 drug/alcohol history in violation of law and/or company policy. This information may be obtained from private and public record sources, government agencies and courthouses; educational institutions; former employers; 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 NEIU will only 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.

If you are a California, Maine, Massachusetts, New York or Washington applicant, or if you require more information about the nature and scope of any investigative consumer reports contact NEIU. A summary of your rights under the Fair Credit Reporting Act or specific state protections will be provided upon request.

Authorization of Background Investigation

I have read and understand this Disclosure and Authorization form. By my signature I consent to preparation of background reports by HireRight, Inc., and to the release of such background reports to NEIU for the purpose of assisting NEIU in making a determination as to my eligibility for employment. The University will hold the background reports in a confidential manner.

I understand that information contained in my employment application, or otherwise disclosed by me before 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.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit 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 on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided in my application to the University and on this form is true, accurate and complete. Discovery of falsification of employment application is grounds for immediate termination. 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. **PLEASE PRINT RESPONSES BELOW**

Referring Hiring Agent: _____ Department: _____

Position Applied for: _____

Print (applicant) Last Name: _____ First: _____ Middle: _____

Social Security Number: _____ Date of Birth: _____

E-mail address: _____

Home Phone Number: _____ Cell Phone Number: _____

Address: _____

City, State and Zip code: _____

Applicant Signature: _____ Date: _____