



Release and Authorization

By completing and submitting this form, in connection with your application for employment at Northeastern State University, you hereby authorize Northeastern State University and screeningOne, Inc. to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing).

I, _____, understand and agree to the following:

1. A background check is not only for the benefit of Northeastern State University as a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.
2. All reports are confidential, and provided to Northeastern State University for employment decisions only.
3. I may review or obtain a copy of my report as provide by law. ScreeningOne may be contacted in writing at: screeningONE, Inc., 1860 N. Avenida Republica de Cuba, Tampa, FL 33605.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state, and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested by Northeastern State University or screeningONE.
5. I further release all of the above, including Northeastern State University and screeningONE, to the full extent permitted by the law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be valid as the original, and that I consent to sign this document electronically.

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY.

Last Name	
First Name	
Middle Name	
Former Names, if Any	
Social Security Number	
Date of Birth	
Name on Driver's License or State Issued I.D.	
Driver's License or ID Number	
State of Issue	

Please provide all street addresses where you have lived for the past seven (7) years, including zip codes.

Current	
Former	
Former	
Former	

Former	
Former	
Former	
Former	
Former	

May we contact your current employer?

- Yes
 No

Disclosure

For the benefit of Northeastern State University and its employees, Northeastern State University has a policy of performing pre-employment background screening on job applicants as a condition of employment. This policy is a business practice that protects everyone by helping promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance at the workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by screeningONE, Inc., and outside agency. Northeastern State University may obtain a consumer credit report on you as an applicant or during the course of employment.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving records, civil and criminal court records, worker’s compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers, or references. Any past employment reference check is limited to job-related information. These are known as an “investigative consumer report.” This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect files concerning such a report or to determine if a report on you has been requested, you may contact Northeastern State University or screeningONE, Inc. at (888) 327-6511, or at 1860 N. Avenida Republica de Cuba, Tampa, FL 33605.
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the potential employee to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).

I request a free copy of any Consumer Report, or Investigative Report on me that is requested.

- Yes
 No

By completing and submitting this form, I, _____, hereby consent any authorize Northeastern State University and/or screeningONE, Inc. on the employer’s behalf, to prepare each report as defined above for employment purposes before employment or any time after employment. I further certify that all the information provided herein is true and correct to the best of my knowledge.