

**DISCLOSURE AND AUTHORIZATION**

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]  
DISCLOSURE REGARDING BACKGROUND INVESTIGATION

If you are the selected finalist for a position at the University and before a formal offer of employment is made, the University will require that a background screening be conducted. In accordance with established University Policy on Background Screening, the nature of that check will be determined by the specific position into which you may be hired. All positions at the University will require the following:

- Social Security Search
- Statewide Criminal Search
- National Department of Corrections Search
- National Sex Offender Search
- Employment Verification
- Education Verification
- Office of Foreign Asset Control Search (Searches individuals who support terrorist activity)

If you are the chosen candidate for a position in which you will be handling money or dealing with financial matters for the University, additional screening will include a credit report. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any background screening. Please be advised that for purposes of conducting the background screening set forth above, the University has contracted with Dataline Verification, 34 Preston Rd., Parsippany, NJ 07054, Phone: 973-887-0207, Fax: 973-428-8980.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any background screening report requested by the University by contacting the reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, if applicable, and certify that I have read and understand both of those documents, if applicable. 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 Dataline Verification, 34 Preston Rd., Parsippany, NJ 07054, Phone: 973-887-0207, Fax: 973-428-8980, another outside organization acting on behalf of the University, and/or the 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 or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Corrections Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a background screening report if one is obtained by the University.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of a background screening report or consumer credit report if one is obtained by the University in accordance with its Policy on Background Screening at no charge whenever you have a right to receive such a copy under California Law.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date