

BACKGROUND CHECK FORM

PLEASE COMPLETE THE FORM AND RETURN TO THE HR OFFICE

Print Name: Last				First		Middle In.		Maiden Name	
Other Names or Aliases:									
Social Security Number			Date of Birth			Sex		Race	
Position Title Applying for:				Date of Offer:			Department:		
Type of position:									
<input type="checkbox"/> Faculty <input type="checkbox"/> Exempt professional/non faculty <input type="checkbox"/> Non-exempt Hourly <input type="checkbox"/> Student									
BACKGROUND CHECK									
<p>The following questions must be answered truthfully. A "yes" answer to any of the following questions does not automatically keep you from being hired. However, your omission or falsification of any criminal history is a cause for dismissal from employment or consideration for employment.</p> <p>Have you ever pled guilty to a criminal offense (misdemeanor or felony)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever pled no contest or had adjudication withheld on any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you have any criminal charges pending against you (excluding minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered yes to any of the above questions, please provide dates, places, details and dispositions of any convictions, pleas, sentences or pending issues (attach separate sheet, if necessary):</p> <p>If driving is a requirement of the position for which you are applying, please list traffic violations over the last seven years (attach separate sheet, if necessary):</p> <p>Have you been a defendant in a civil action for an intentional tort, to include but not limited to assault, battery, false imprisonment, or the intentional infliction of emotional distress? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain the nature of the tort and the disposition of the action (attach separate sheet, if necessary):</p>									
CITIES/STATE(S) RESIDED IN WITHIN THE LAST THREE YEARS									
Current Address:					Home Phone Number:				
Previous City/State/Zip					Previous City/State/Zip				
Previous City/State/Zip					Previous City/State/Zip				
If the job duties of the position REQUIRE driving a University vehicle or the employee's personal vehicle, please indicate driver's license number and state where issued.									
Driver's License Number:					State:				

Barry University
11300 NE 2 Avenue
Miami Shores, FL 33161
(305) 899-3675



Confidential Consent and Release for Background Check:

I hereby authorize Barry University or a third-party hired by Barry University (collectively referred to as “Barry University”) to conduct a background investigation on myself. I authorize Barry University to use the information it obtains to evaluate my application for employment.

I understand that the background investigation will include the following checked areas:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Criminal History | <input checked="" type="checkbox"/> Employment References |
| <input checked="" type="checkbox"/> Educational History | <input checked="" type="checkbox"/> Prior Employment |
| <input checked="" type="checkbox"/> Professional Licenses | <input checked="" type="checkbox"/> Driving Record(if relevant to position) |
| <input checked="" type="checkbox"/> Credit Report* | |

*(for employees seeking finance-related positions, positions where the employee is responsible for [or has contact with] University funds, or those employees with potential access to a University corporate card)

I authorize Barry University to contact government agencies, past employers, educational institutions, credit reporting agencies (*i.e.*, Experian, Equifax, or TransUnion), and/or any listed references in the course of conducting an investigation into my background.

I authorize Barry University to release all data gathered during the background investigation to the hiring supervisor at Barry University for use in evaluating my application for employment.

I hereby release and discharge to the extent permitted by law, Barry University, its employees, its trustees, officers, and agents, from any and all claims known or unknown, damages, losses, liabilities, cost or other expenses arising from retrieving, reporting and/or disclosure of information in connection with this background investigation. I release, waive and forever discharge such past employers, listed references, educational institutions, governmental agencies and their officers, employees and agents from any and all claims known or unknown, damages, losses, liabilities, cost or other expenses arising from retrieving, reporting and/or disclosure of information in connection with this background investigation.

I certify that the above information is true and complete to the best of my knowledge. I further understand that any false statements or misrepresentation made by me on this document or application may be grounds for rejection from consideration for employment.

I have read and understand all of the above information.

Signature

Date

Print Name

FOR HUMAN RESOURCES USE ONLY:

The above name individual is: Cleared Not Cleared for employment.

Signature: _____

FCRA Summary

You must be told if information in your file has been used against you.

Anyone who uses information from a CRA to take action against you - such as denying an application for credit, insurance, or employment must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file.

At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA.

If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its finding to the CRA. (The source also advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted.

A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.

You can dispute inaccurate items with the source of the information.

If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a report the information if it is, in fact, an error.

Outdated information may not be reported.

In most cases, a CRA may not report negative information that is more than seven years old: ten years for bankruptcies.

Access to your file is limited.

A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information.

A CRA may not give out information about you to your employer, or prospective employer,

without your written consent. A CRA may not report medical information about you to creditors, insurers, and employers without your permission.

You may choose to exclude your name from CRA lists unsolicited credit insurance offers.

Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators.

If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.