

**APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

California State University, Monterey Bay, as a condition of employment, and/or continued employment, requires that all applicants consent to and authorize a verification of the information submitted on their application or resume. Please read this statement carefully and return this application to University Personnel.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal.

This release and authorization acknowledges that this Company may now, or at any time while I am employed or representing the company, conduct a verification of my education, employment history, credit history, and/or motor vehicle records. In addition this company may contact personal references, require that I provide a urine specimen or hair strands to be tested for the presence of drugs or alcohol, and receive any criminal history record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in any state, and/or other information as deemed necessary to fulfill the job requirements. Also, if an offer of employment has been made, I authorize review of my worker's compensation claim history.

I authorize Employment Screening Associates and any of its agents and/or employees to disclose verbally and in writing the results of this verification process to the designated authorized representatives of this Company. The results will be used to determine employment eligibility under this Company's employment policies. Under no circumstances will ESA provide or disclose any information regarding your credit history. We do not share, disclose or sell any information that can be used to authenticate your identity such as your Social Security Number, Date of Birth or Mother's Maiden Name.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, and other organizations and Agencies to provide Employment Screening Associates with all information that may be requested, and I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge this Company, its agent, Employment Screening Associates, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from the retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer, and to receive, upon written request, a disclosure of the public record information and of the nature and scope of the investigative report. If I am a resident of Minnesota, California or Oklahoma only and would like a copy of the investigative report, I request the form for this service be provided to me.

**SECTION I**

Name (Print):	FIRST	MIDDLE	LAST	Maiden or Other Name(s)
Social Security Number	Date of Birth (for confirmation of ID only)		Telephone Number	
Name (Signature)			Current email address	

**Please provide your home address(es) for the last seven (7) years\***

Street, Apartment Number (if applicable), City, State, ZIP	How long at residence?

\*If additional space is needed, please use page 3.

**ADDITIONAL SPACE - SECTION I (cont.)**

**Home addresses for the last seven (7) years (continued from page 2)**

Street, Apartment Number (if applicable), City, State, ZIP

How long at residence?

Street, Apartment Number (if applicable), City, State, ZIP	How long at residence?

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**SECTION II**

**EDUCATION HISTORY: Please list all degrees earned.**

Name on diploma:			
School name:			
City, State:			
Degree or Certificate:	Major:	Graduation Year:	
Name on diploma:			
School name:			
City, State:			
Degree or Certificate:	Major:	Graduation Year:	
Name on diploma:			
School name:			
City, State:			
Degree or Certificate:	Major:	Graduation Year:	
Name on diploma:			
School name:			
City, State:			
Degree or Certificate:	Major:	Graduation Year:	

**SECTION III**

**EMPLOYMENT HISTORY: Please list all relevant employment information including dates and titles within the last five (5) years.**

Company:			
Address, City, State:			
Telephone #:			
Title:			
Employment dates:			
Supervisor:		Title:	
Supervisor's Tel. #:			
Currently employed:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Okay to contact to verify employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Okay to contact for reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Company:			
Address, City, State:			
Telephone #:			
Title:			
Employment dates:			
Supervisor:		Title:	
Supervisor's Tel. #:			
Currently employed:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Okay to contact to verify employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Okay to contact for reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Company:			
Address, City, State:			
Telephone #:			
Title:			
Employment dates:			
Supervisor:		Title:	
Supervisor's Tel. #:			
Currently employed:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Okay to contact to verify employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Okay to contact for reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Company:			
Address, City, State:			
Telephone #:			
Title:			
Employment dates:			
Supervisor:		Title:	
Supervisor's Tel. #:			
Currently employed:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Okay to contact to verify employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Okay to contact for reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Company:			
Address, City, State:			
Telephone #:			
Title:			
Employment dates:			
Supervisor:		Title:	
Supervisor's Tel. #:			
Currently employed:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Okay to contact to verify employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Okay to contact for reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567- 8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

**TYPE OF BUSINESS:**

- 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.
- b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:
  
- 2. To the extent not included in item 1 above:
  - a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks
  - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act
  - c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations
  - d. Federal Credit Unions
- 3. Air carriers
- 4. Creditors Subject to Surface Transportation Board
- 5. Creditors Subject to Packers and Stockyards Act
- 6. Small Business Investment Companies
- 7. Brokers and Dealers
- 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations
- 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

**CONTACT:**

- a. Bureau of Consumer Financial Protection  
1700 G Street NW  
Washington, DC 20006
- b. Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357
- a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050
- b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480
- c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106
- d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314  
Asst. General Counsel for Aviation Enforcement & Proceedings  
Department of Transportation  
400 Seventh Street SW  
Washington, DC 20590  
Office of Proceedings, Surface Transportation Board  
Department of Transportation  
1925 K Street NW Washington,  
DC 20423  
  
Nearest Packers and Stockyards Administration area supervisor
- Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
406 Third Street, SW, 8th Floor  
Washington, DC 20416  
Securities and Exchange Commission 100  
F St NE  
Washington, DC 20549  
Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090  
FTC Regional Office for region in which the creditor operates or Federal  
Trade Commission: Consumer Response Center – FCRA Washington,  
DC 20580  
(877) 382-4357