

DISCLOSURE AND AUTHORIZATION FORM

Disclosure

This form, which you should read carefully, has been provided to you because Illinois State University (ISU) may request investigative consumer reports on you from HireRight, Inc. ISU will use any such report(s) solely for employment-related purposes.

Investigative consumer reports on you will be obtained by ISU from HireRight, Inc. ("HireRight"), located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include but are not limited to: social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, licensing and certification checks, etc. The information contained in these reports may be obtained by HireRight from private and/or public record sources, including sources identified by you in your job.

The nature and scope of any investigative consumer reports that may be requested is explained above. You are nonetheless entitled to request more information about the nature and scope of such reports by submitting a written request to Illinois State University, Human Resources, Campus Box 1300, Normal, IL 61790-1300.

ISU is furnishing you with a summary of your rights under the Fair Credit Reporting Act. If you are a resident of, or if you are applying for a job located in, California, Maine or New York, please see the additional state law disclosure information provided with this Disclosure and Authorization form by ISU.

Authorization

I have carefully read and understand this Disclosure and Authorization form. By my signature below, I consent to the release of investigative consumer reports to Illinois State University (ISU) in conjunction with my job application. I understand that if ISU hires me, my consent will apply throughout my employment to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to ISU.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during or after my employment, if any, may be utilized for the purpose of obtaining investigative consumer reports.

By my signature below, I also authorize the disclosure to HireRight of information concerning my employment history, education, motor vehicle history and standing, criminal history, and all other information HireRight deems pertinent by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions; including colleges and universities; law enforcement agencies; federal, state and local courts; the military;; motor vehicle records agencies; and other applicable sources.

This Disclosure and Authorization form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by ISU.

For residents of, or for jobs located in, California, Minnesota and Oklahoma only: You will be provided with a free copy of any investigative consumer reports on you if you check the box below.

I wish to receive a free copy of any consumer report and/or investigative consumer report on me that is requested.

Applicant Name _____
First Name Middle Name Last Name

Social Security Number _____ Date of Birth (for ID purposes only) _____

Current Address _____

City/State/Zip _____

Applicant Signature _____ Date _____

ADDITIONAL STATE LAW NOTICES

If you live in or are applying for a job in the state of California, Maine or New York, please review these additional notices.

CALIFORNIA: You may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

MAINE: You have the right upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from Illinois State University, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such investigative consumer reports.

NEW YORK: You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

To be completed by hiring unit:

This position is:

- Academic:
 - Tenured/tenure-track Faculty Non-tenure track Faculty
 - Faculty Associate Substitute Teacher
- Administrative/Professional
- Civil Service Civil Service Extra Help
- Graduate Assistant
- Student Worker UID# _____
- Other _____

Employing Department: _____

Department Contact Name and Phone _____

HR Employment Consultant: _____