



OFFICE OF HUMAN RESOURCES • COLLEGE HALL
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WILLIAM PATERSON UNIVERSITY
CONSUMER DISCLOSURE
&
AUTHORIZATION FOR BACKGROUND INVESTIGATION

In connection with my candidacy for employment, service as a volunteer, or movement from my current position to another which requires a background investigation, I fully understand that WILLIAM PATERSON UNIVERSITY and/or consumer reporting agencies, may request/perform a consumer report/background investigation on me.

I understand that WILLIAM PATERSON UNIVERSITY will be using **Data Access, Inc. DBA DataScreening, 999 McBride Ave, Suite C205, Woodland Park, NJ 07424, Phone: 800-247-2365, Fax: 973-256-2072** to obtain a consumer report and/or investigative consumer report as part of the hiring process. I also understand that if hired, to the extent permitted by law, WILLIAM PATERSON UNIVERSITY may obtain further Reports from **Data Access, Inc. DBA DataScreening** so as to update, renew and extend my employment.

I understand **Data Access, Inc. DBA DataScreening's** investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. If an investigative consumer report is being requested, I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted.

The nature and scope of the investigation sought is indicated by the selected services below: **(Employer Use Only)**

- | | | |
|--|---|--|
| <input type="checkbox"/> Criminal Background Check | <input type="checkbox"/> Education Verification | <input type="checkbox"/> Sex Offender Search |
| <input type="checkbox"/> SSN Trace | <input type="checkbox"/> Employment Verification | <input type="checkbox"/> OFAC/Terrorist Watch List |
| <input type="checkbox"/> Motor Vehicle Report | <input type="checkbox"/> Personal Reference | <input type="checkbox"/> Fraud & Abuse Control Info Sys (FACIS®) |
| <input type="checkbox"/> Consumer Credit Report | <input type="checkbox"/> Professional License/Certification | <input type="checkbox"/> Office of Inspector General Sanctions (OIG) |

I acknowledge receipt of the attached **Summary of My Rights** under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights").

I authorize and request all persons, schools, business, corporations, credit bureaus, courts, law enforcement agencies, armed forces, employment commissions, and all government agencies to release said information without restriction or qualification. I authorize a Photostat (or facsimile "Fax") of this release to be considered as effective as the original. All results will be proprietary and kept confidential, and will not be provided to any parties other than WILLIAM PATERSON UNIVERSITY or its legal representative. I am aware that I have the right to request the nature and scope of the results, as reported, from WILLIAM PATERSON UNIVERSITY. I voluntarily waive all recourse and release the requested parties from liability for complying with this request/release.

All background information obtained shall be utilized to assist in verification of the employment application. Retrieval and usage of this information complies with all Equal Opportunity Commission, Americans With Disabilities Act, and the Fair Credit Reporting Act (Laws, Rules, and Regulations). WILLIAM PATERSON UNIVERSITY is an Equal Opportunity Employer, and does not discriminate as to race, color, gender, national or religious origin, age, disabilities or any other characteristic protected by law.

This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if WILLIAM PATERSON UNIVERSITY makes a conditional decision to disqualify me based all or in part on my report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify WILLIAM PATERSON UNIVERSITY within five days of my receipt of the Report that I am challenging the accuracy of such information with **Data Access, Inc. DBA DataScreening**.

I hereby consent to this investigation and authorize WILLIAM PATERSON UNIVERSITY to procure a Report on my background. In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

I hereby declare that the answers to the questions on my application and related paper work which I have been asked to complete, and any attachments to same, are true and correct that any misstatements of fact(s) or omissions may form the basis for rejection of my application or for my dismissal after employment. I authorize consumer reporting agencies designated by WILLIAM PATERSON UNIVERSITY to provide the results of said information to WILLIAM PATERSON UNIVERSITY or its representatives. If hired, this authorization shall remain on file and shall serve as ongoing authorization for WILLIAM PATERSON UNIVERSITY and/or consumer reporting agencies to procure consumer reports/background investigations at any time during my employment period. I further release WILLIAM PATERSON UNIVERSITY and consumer reporting agencies designated by WILLIAM PATERSON UNIVERSITY, its officers, employees, and agents, from any and all liability from the results and preparation of any reports concerning myself or my background.

The name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries regarding the investigative consumer reports is: **Data Access, Inc. DBA DataScreening, 999 McBride Ave, Suite C205, Woodland Park, NJ 07424, Phone: 800-247-2365, Fax: 973-256-2072.**

California, Maine, Massachusetts, Minnesota, New Jersey & Oklahoma Applicants Only: I have the right to request a copy of any Report obtained by WILLIAM PATERSON UNIVERSITY from **Data Access, Inc. DBA DataScreening** by checking the box. (Check only if you wish to receive a copy.)

Phone Number

Print Name Exactly as on Driver's License

Driver's License Number

Issuing State

Date of Birth

Social Security Number

Street Address

City, State and Zip Code

Signature

Date

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escibe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006