

**APPLICANT: Please read the following statement and complete the attached Authorization form. Detach and retain this Disclosure statement for your records.**

## **Fair Credit Reporting Act Disclosure Statement**

### **Disclosure**

Louisiana State University (LSU), when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a “consumer report” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant for employment or an employee of LSU, you are a “consumer” with rights under the FCRA.

A “consumer reporting agency” is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing “consumer reports” to others, such as, LSU.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes. For LSU purposes, a consumer report will consist of a criminal background check, employment verification, reference checking, and may consist of educational verification and civil litigation records check.

If LSU obtains a “consumer report” about you, and if LSU considers any information in the “consumer report” when making an employment related decision that directly and adversely affects you, you will be notified before the decision is finalized and you will be provided with a copy of the “consumer report.” You may also contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”

### **Clery Act**

In compliance with the Clery Act, the Baton Rouge campuses annual security report may be accessed at:

[http://appl003.lsu.edu/PubSafety/pubsafety.nsf/\\$Content/Crime+Prevention+Guide?OpenDocument](http://appl003.lsu.edu/PubSafety/pubsafety.nsf/$Content/Crime+Prevention+Guide?OpenDocument).

# LOUISIANA STATE UNIVERSITY

## A Note to Prospective Employees:

Louisiana State University has an outstanding faculty, staff and student body in which we take great pride. We also take pride in the exceptionally productive and collegial environment in which we work. Because we place such a high value on our faculty and staff and because an environment of ethical behavior and mutual respect is so important to us, we may ask more questions than other employers when conducting job interviews. It is in this spirit that we ask that you authorize the release of background information to us. I assure you that information obtained will be kept confidential within the limits of the law.

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Associate Vice Chancellor of Human Resource Management

## AUTHORIZATION TO RELEASE INFORMATION

(To be completed by applicant)

I am a serious applicant for employment at Louisiana State University. As such, I certify that the information I have provided to LSU both orally and in writing is accurate and complete. I authorize LSU and any agent acting on its behalf to confirm this information and to secure necessary information from all my employers, references, credit bureaus and academic institutions. As part of this inquiry, my complete police and driving record will be reviewed and civil litigation records checked. I release all of those information providers, LSU and any agent acting on its behalf from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications (except liability arising under the Fair Credit Reporting Act). I understand that this information is confidential and that disclosure of this information to me and to others will be governed by LSU policy and state law.

I also understand that I have rights under the Fair Credit Reporting Act, which has been provided to me by LSU. This authorization will remain in effect throughout the term of employment. Any false or misleading statements I have made will be sufficient cause for rejection of my application or for dismissal if LSU employs me. I have read and understand the preceding statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name (Print Clearly): \_\_\_\_\_

Last First Middle

Other Last Names Used: \_\_\_\_\_ Date of Birth: [ ][ ] [ ][ ] [ ][ ][ ][ ]

Social Security Number (Print Clearly): [ ][ ][ ] [ ][ ] [ ][ ][ ][ ] Race/Sex (Optional): \_\_\_\_\_

Current Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State Issued: \_\_\_\_\_

Have you lived in any other city/state and country during the past 7 years? YES \_\_\_\_ NO \_\_\_\_ If "YES" please list all cities/states and countries below.

May we contact your current employer at this time? YES \_\_\_\_ NO \_\_\_\_ (If No, we will wait to contact your current employer last and notify you before doing so).

Have you ever been fired from a job or resigned to avoid dismissal? YES \_\_\_\_ NO \_\_\_\_ If "YES", please explain below.

Have you ever been convicted of a crime other than minor traffic violations? (Drunk, reckless or hit-run driving are not minor violations) Include any convictions by military trial. List ALL reportable convictions (including guilty pleas and fines paid). Failure to admit may be cause for disqualification. Use the back of this form if additional space is needed.

MUST INDICATE YES/NO: YES \_\_\_\_ NO \_\_\_\_

Offense	Date of Conviction	City, State	Sentence
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## **\*\*THIS SECTION MUST BE COMPLETED BY DEPARTMENT REQUESTING BACKGROUND CHECK\*\***

Dept. Name: \_\_\_\_\_ Position Title for Check: \_\_\_\_\_

Account Number: \_\_\_\_\_ Dept. Contact Phone: \_\_\_\_\_

Dept. Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Must have approved background confirmation from HRM BEFORE employment begins.**

Required checks for Faculty, Academic, Professional, Classified and Temporary (Contingent/Transient) Positions:  
**Criminal and Sex Offender History Check along with Social Security Verification.**

NOTE: Driving Record check is required if the position requires a driver's license.

### ADDITIONAL CHECKS AVAILABLE:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Civil Suit History Check  | " | <input type="checkbox"/> Social Security Verification (Student/GA/Volunteer) |
| <input type="checkbox"/> Employment Verification. <b>MUST attach</b> resume of the applicant. "....."                | " | <input type="checkbox"/> Sex Offender History Check (Student/GA/Volunteer)   |
| <input type="checkbox"/> Education (Highest Degree Earned) Verification. <b>MUST attach</b> resume of the applicant. | " | <input type="checkbox"/> Driving Record                                      |

Please scan background check request to [hr@lsu.edu](mailto:hr@lsu.edu)