University of Idaho Human Resources
Authorization to Release Information for
Criminal History Background Check

I hereby authorize the University of Idaho to conduct a criminal and/or military history background check for purposes of my employment with the University. I understand that the University will use the services of Idaho State Police, other appropriate agency, Tribal law enforcement, or a consumer-reporting agency to conduct this check.

I understand that Idaho State Police, other appropriate agency, Tribal law enforcement, or a consumer reporting agency will conduct an investigation that verifies my social security number and obtains information regarding my criminal background.

I also understand that before I am denied employment or promotion based on information obtained in the report, I will receive written notice of the denial, a copy of the report, and a summary of my rights under the Fair Credit Reporting Act, if applicable.

I understand that the information contained in the criminal and/or military history background check will be available to persons involved in making employment decisions or performing the background investigation, and that this information will be used for the purpose of making an employment or promotion decision. The information will not be shared with other University employees or officials except when deemed necessary for the purpose of maintaining the safety and security of the University of Idaho community, and will be disclosed only as permitted or required by law.
I hereby consent to the criminal and/or military history background check as described above and authorize the University of Idaho to procure reports concerning my background as stated above.

---

1. APPLICANT INFORMATION REQUIRED: Please print clearly and legibly and provide complete information.

Applicant Name:_____ **Date**_____
(Please Print **Clearly**) First Middle Last

Alias (or maiden if applicable) _____ ****Date of Birth** _____
MM/DD/YY

Applicant Signature _____ ***Soc. Sec. Number**_____

*****Current Street Address or PO #**_____

City_____**State**_____**Zip**_____

Please list residences, *if any*, where you lived under Tribal law enforcement: (Attach another page if needed)

County	State	Tribe, if applicable****

2. INFORMATION BELOW MUST BE PROVIDED BY THE HIRING DEPARTMENT. Please ensure the information below is complete. **Human Resources cannot process the background checks with incomplete or illegible information from the applicant or the department.** Please fax this form to 208-885-3602 or drop off at Human Resources at 415 West 6th Street.

Title of position:_____ **Department:** _____

Position Type, (circle one): Posted on ATS / Internship / Volunteer / Work-study / Other (explain): _____

If you circled "Posted on ATS", please give the Announcement#_____ **Budget #:** _____

Contact Person/Supervisor Name & Email:_____ **Phone #**_____

---

* Privacy Act Notice: Your social security number is necessary to perform this background investigation and will be used with your consent solely for the purposes described above.
** Your date of birth is necessary to perform this background investigation and will be used with your consent solely for the purposes described above and will not be disclosed to the hiring authority prior to offer of hire.
*** Your current address is necessary to perform this background investigation and will be used with your consent solely for the purposes described above.
****This information is requested because of the existence of independent tribal jurisdictions, from which law enforcement information must be obtained separately. It is not a request for information regarding the race or ethnicity of the applicant.

University of Idaho
Disclosure for
Criminal History Background Check

The University will conduct criminal background checks on all successful candidates, internal and external, including volunteers, for positions that are listed as being subject to a criminal background check. These positions involve significant contact with minors or have been deemed security sensitive by the Assistant Vice President for Human Resources or designee. Successful candidates for these positions will be offered the position contingent on a satisfactory criminal background check. No candidate for a position requiring a background check shall commence employment until a satisfactory criminal background check has been received.

All candidates being considered for positions requiring criminal background checks will complete the *Authorization for Criminal Background Check* form. Based on the information provided by the individual, HR will submit the form to a designated agency for a criminal background check. Information contained in the criminal and/or military history background check will be available to persons involved in making employment decisions or performing the background investigation, and this information will be used for the purpose of making an employment or promotion decision.

If a determination has been made that a candidate should be excluded, or that adverse action should be taken against a current employee, based on an unsatisfactory criminal background check received by a Consumer Reporting Agency (e.g., PeopleWise), HR shall, prior to taking any adverse action against the individual, provide a Pre-Adverse Action Disclosure that (1) notifies the individual in writing of the unsatisfactory result, (2) provides the candidate or employee with a copy of the report, and (3) provides the candidate or employee with a written description of his or her rights under the Fair Credit Reporting Act.

After the adverse action has been taken, HR will provide the candidate with an Adverse Action Notice, which includes (1) the name, address, and phone number of the consumer reporting agency that supplied the report; (2) a statement that the consumer reporting agency that supplied the report did not make the decision regarding the adverse action and cannot provide the reasons for the adverse action; and (3) a notice of the individual's right to dispute the accuracy or completeness of any information the agency has furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.

A candidate or employee who has received an initial unsatisfactory result and who has sought correction of his or her report under the Fair Credit Reporting Act is not eligible for a listed position until the Assistant Vice President for Human Resources or designee has confirmed the correction and determined that the result is satisfactory. The University has no obligation to hold a position open to allow a candidate or employee to correct his or her report.

Signing below represents acknowledgement and receipt of this disclosure.

_____

Name (print)

_____ _____

Signature Date