

Wheaton

NOTICE & CONSENT FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE REPORT FOR EMPLOYMENT PURPOSES

I, the undersigned consumer, do hereby authorize **Wheaton College** to procure a consumer report and/or investigative consumer report on me. I understand that **Wheaton College** may utilize a consumer-reporting agency to perform this service.

I understand that the above-mentioned reports may include, but are not limited to, information concerning my employment history, education, character, general reputation, credit history, judgments, liens, driving history, social security number, criminal/civil history and any other public records.

I understand such information may be obtained by direct or indirect contact with former employers, schools, financial institutions, landlords, public agencies as well as through personal interviews with my references, associates, or other persons who may have such knowledge.

I understand that upon written request, I will be informed whether or not an investigative report was requested, and if a report was requested, I will be informed of the name and address of the consumer reporting agency that furnished the report.

I understand that this consumer report or investigative consumer report will be utilized by **Wheaton College** for the purposes of evaluating me for employment, retention, promotion or reassignment. I also understand that if I am denied employment or adverse employment action is taken against me based wholly or in part on information obtained from this consumer report, that I will be notified by **Wheaton College**. In such event, **Wheaton College** will provide me with a copy of the consumer report along with a description of my rights under, the Fair Credit Reporting Act and applicable state and federal laws.

I hereby release **Wheaton College**, it's agents, and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, by me, my heirs or others making such a claim or demand on my behalf, for providing a consumer report and/or investigative consumer report hereby authorized. I understand that this Notice & Consent form shall remain in effect for the duration of my employment with **Wheaton College** and shall serve as ongoing authorization to procure a consumer report at any time during the course of my employment.

Printed Name: _____

Signature: _____ Date: _____

Release & Authorization

I authorize **Creative Services, Inc. of 64 Pratt Street, Mansfield, MA 02048-1927** and its agents to conduct a full investigation into my background and activities. Therefore, you are hereby authorized to release any and all information pertaining to me, documentary or otherwise, as requested by any appropriate employee, agent or representative of Creative Services, Inc. I understand that, during this background investigation process and in accordance with the Fair Credit Reporting Act, a Consumer Report or Investigative Consumer Report will be obtained concerning my previous employment, credit record, education, criminal history, driving history, character, general reputation, personal characteristics and mode of living. I release all Courts, Probation Departments, Selective Service Boards, Employers, Education Institutions, Banks, Credit Bureaus, Financial and other institutions, Law Enforcement and Governmental Agencies, federal, state and local, without exception, both foreign and domestic, from all liability and responsibility. I understand that this information may be transmitted electronically and authorize such transmissions. *I authorize that a photocopy of this release be accepted with the same authority as the original and that it may be used at any point during my employment.*

If you are applying for employment in the state of California, Minnesota or Oklahoma, would you like a copy of the consumer report prepared on you?	YES ___ NO ___
If currently employed, may we contact your current employer?	YES ___ NO ___ N/A ___

(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)
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*List any other **LAST NAMES** that you have utilized during the previous 7 years or used when you received your GED, high school diploma or other degrees*

Current Address: _____

City & State: _____	Zip Code: _____
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Please list all addresses from the past seven years:

(Street)	(State)	(Zip Code)
(Street)	(State)	(Zip Code)
(Street)	(State)	(Zip Code)
(Street)	(State)	(Zip Code)

Social Security No: _____	Date of Birth: * _____
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Driver's License No: _____	Driver's License State of Issue: _____
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Signature: _____	Date: _____
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** Date of birth is being requested to ensure accurate retrieval of records. It will not be considered by the employer in making an employment decision. This form will be filed separately from your employment application.*

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N. W, Washington, D.C. 20580.

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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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.ftc.gov/credit 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.

Release to Obtain Employment-Related Information

May we contact your current employer? Yes No N/A

Please list **at least three work references** below. Acceptable references may include current or former supervisors, customers, clients, or colleagues. Please do not include personal references. Wheaton College reserves the right to contact other references in addition to those listed below.

1. Name: _____ Title: _____
Company: _____
Your working relationship to this person: _____
Reference's phone number: _____ Daytime _____ Evening _____

2. Name: _____ Title: _____
Company: _____
Your working relationship to this person: _____
Reference's phone number: _____ Daytime _____ Evening _____

3. Name: _____ Title: _____
Company: _____
Your working relationship to this person: _____
Reference's phone number: _____ Daytime _____ Evening _____

4. _____

Name: _____ Title: _____

Company: _____

Your working relationship to this person: _____

Reference's phone number: _____ Daytime _____ Evening _____

I authorize Wheaton College to make any reference check related to past employment and hereby waive any right to see any references that may be obtained, either by telephone or in writing.

Signature: _____ Date: _____

Printed Name: _____ Position applied for: _____