

## USC Background Screening Request Cover Sheet

**ATTN: USC Hiring Manager: Please complete this form and fax it along with:**

- 1 The attached two (2) disclosure forms signed by the candidate
- 2 The candidate's **signed** online employment application

**Please fax to:**

**Employee Recruitment Services, Background Screening Program: 213-740-8784**

This program is applicable to all final candidates for employment per university policy 1.4-1. The requesting department must keep the original signed disclosure and authorization form, background information form and original signed employment application and forward said documents to Payroll Services along with all other new hire paperwork once the candidate is hired. Please do not extend an offer of employment (verbal or otherwise) until you receive a confirmatory e-mail from Employee Recruitment Services indicating the candidate's suitability for hire. Due to confidentiality, please be advised that any reason(s) for ineligibility will not be released to the hiring department. As soon as the background screening request is received, an e-mail will be sent to the e-mail address you provide on this form and shall serve as confirmation that your request has been received by the Employee Recruitment office and is pending. When the background screen has been completed, you will also be notified via e-mail.

*Please note: Incomplete forms will delay the screening process.*

*Please type or print neatly so that all information is legible. Thank you!*

Date: \_\_\_\_\_

Final candidate's full name: \_\_\_\_\_

Position for which candidate is being considered (job title): \_\_\_\_\_

Job Requisition Number: \_\_\_\_\_

Hiring Manager's name and extension: \_\_\_\_\_

Hiring Manager's e-mail address (*where results will be sent*): \_\_\_\_\_

Please darken below circles to ensure all proper documentation is attached (checklist)

Cover sheet  Disclosure and Authorization Form  Background Information Form

Copy of signed application

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**Screen Confirmation Results**

**For Employee Recruitment use only: (not for departmental use)**

Is the above candidate suitable for hire?    Yes                      No

Date screen was completed: \_\_\_\_\_ Date results were sent to candidate: \_\_\_\_\_

ERS Screener's initials: \_\_\_\_\_

## DISCLOSURE AND AUTHORIZATION TO OBTAIN INFORMATION



UNIVERSITY OF SOUTHERN CALIFORNIA  
*Employee Recruitment Services*

### Disclosure Regarding Background Investigation

The University of Southern California (the "University") may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the University, throughout your employment or your contract period.

HireRight, Inc., or another consumer reporting agency, will prepare or assemble the background reports for the University. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761.

The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; and other information sources. If the University should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the University will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by contacting the University. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

### ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, Massachusetts, New York or Washington State applicant, employee or contractor, please also note:

**CALIFORNIA:** Pursuant to section 1786.22 of the California Civil Code, 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, upon submitting proper identification. 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 the 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 agencies copies of any such reports.

**DISCLOSURE AND AUTHORIZATION  
TO OBTAIN INFORMATION cont.**



**MASSACHUSETTS:** If we request an investigative consumer report, you have the right, upon written request, to a copy of the report.

**NEW YORK:** You have the right, upon 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. You may inspect and receive a copy of the report by contacting that agency. Attached below is additional information about New York law.

**WASHINGTON STATE:** If the University requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the University a complete and accurate disclosure of the nature and scope of the investigation requested by the University. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Authorization of Background Investigation**

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc., and to the release of such background reports to the University and its designated representatives and agents, for the purpose of assisting the University in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the University hires me or contracts for my services, my consent will apply, and the University may obtain background reports, throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the University.

**California, Minnesota or Oklahoma applicants only:** Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the University.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

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

# BACKGROUND INFORMATION FORM

The information requested on this form is for the sole purpose of conducting a background check. Information provided, such as date of birth, marital status and prior addresses will only be used for the purpose of conducting a background check, and verifying the information obtained. Inquiries will be made in considering your application for association or employment which may include your personal credit history which may contain public record information. You have the right to make a written request for information about the nature and scope of these inquiries.

**(Please print legibly and answer all questions completely)**

Last Name: _____		Social Security Number: _____	
First Name: _____		Current Address: _____	
Middle Name: _____		City: _____	State: _____
Jr. / Sr.: _____		Zip: _____	How Long: _____
Email Address: _____		Phone Number: _____	
Month of Birth: _____	Day of Month Born: _____	Have you ever been known by another name? Yes ___ No ___	
If yes, under what name(s): _____		How long ago: _____	

Current Drivers License Number _____		State: _____	
Have you had another drivers license issued in another state? Yes ___ No ___			
If yes, under what name: _____		License# _____	State: _____ Date Expired: _____

Seven years prior addresses (Descending order)	City	County	State	How long?
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

<b>I understand the above and certify the information stated herein by me is true, correct and complete.</b>	
_____	_____
Signature of Applicant	Date