



This form, which you should read carefully, has been provided to you because Angelo State University may request background information about you from a consumer reporting agency in connection with your employment application and for other employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization.

Consumer reports and/or investigative consumer reports on you will be obtained by a background check vendor and provided to Angelo State University. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include but are not limited to: social security number verifications, criminal records checks, public court records checks, driving records checks, licensing and certification records checks, and sex offender registration. The information contained in these reports may be obtained by the vendor from private and/or public sources, including sources identified by you on your employment application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employees, educational institutions, or other acquaintances.

A summary of your rights under the Fair Credit Reporting Act is being provided to you for further reference.

Failure to consent to a criminal history record information check is grounds for rejection of an employment application. Any false statements made herein will also void the application for employment or appointment of a person of interest. Completion of this form and criminal information records check does not constitute an offer of employment.

Departmental Instructions:

Prior to submission of the this form, complete Section A of page two (2). The information contained on page two (2) is confidential. The original form is to be sent to the Office of Human Resources and the department should not retain a copy. The applicant should be given a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" for their records (page 3 and 4 of this form).

Applicant Instructions:

Please make every effort to accurately provide all of the information requested on the attached authorization form. You may be contacted by the background check vendor for additional information during the verification process. If you are contacted, please return their call or email promptly to help ensure that your application is processed as quickly as possible.

Page two (2) must be completed and sent to the Office of Human Resources. All other pages are for your records.



Angelo State University

Criminal History Record Information Check Disclosure and Authorization Form

A. THIS SECTION IS TO BE COMPLETED BY THE DEPARTMENT. SEND FORM TO HUMAN RESOURCES AFTER BOTH SECTIONS A AND B ARE COMPLETED.

Title of Position Department Phone Number:

Job Code: Department Contact Person:

Department Name:

Job Type: New Hire Promotion Reclassification Internal Transfer Student Employee

Authorized Signature for Department: _____

B. THIS SECTION IS TO BE COMPLETED BY THE JOB CANDIDATE

Print all information requested. Falsification of any information on this form will void your application for employment or approval for non-employee services and any actions based on it. The information submitted by you for consideration for employment or non-employee services is the property of Angelo State University.

Name:
Last First Middle

List Former Names Used:

Driver's License No. and State: Date of Birth: SSN:

Email Address: Telephone/Cell Number:

Addresses and Dates of Residency for the Past Five Years (Attach sheet if necessary):

Have you ever been convicted of any felony or misdemeanor charge before? Yes No

If yes, please briefly explain the type of offense, date, and location of the occurrence and the disposition.

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 for you.

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. I hereby authorize any law enforcement agency to furnish Angelo State University or its agent information related to my criminal history. I hereby release Angelo State University, Texas Tech University System and all its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability resulting from the furnishing of this information to Angelo State.

I certify that the statements made by me on this form are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my Application for Employment or appointment of person of interest services and any actions based on it. I further understand that completion of this form and the security background and sanction check does not constitute an offer of employment.

Signature: _____ Date:

With few exceptions, you are entitled on your request to be informed about the information Angelo State University collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have Angelo State correct information about you that is held by us and is incorrect. The information that Angelo State collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.

Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center- FCRA Washington, DC 20580 877-382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division, Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E. Street, S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a al Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.