

Hamilton College
Release of Information Authorization

I understand that Hamilton College will utilize the services of a consumer reporting agency(ies) as part of the procedure for processing my application for employment. I hereby authorize the following background checks and release of findings to Human Resources at Hamilton College:

- Criminal Record History
- Credit Check
- Motor Vehicle Report and Insurance Claim Report

I understand the following:

- ✓ These checks will not be made unless and until a verbal offer of employment has been extended and accepted. Any verbal offer of employment is contingent upon satisfactory report findings;
- ✓ Compliance is required of all new hires for specified positions without regard to age, race, creed, color, national origin, sexual orientation, sex, disability or marital status;
- ✓ Before I am denied employment based on information in the report(s), I will be provided with a copy of the report(s) and a description of my rights under the Fair Credit Reporting Act;
- ✓ If I disagree with the accuracy of any information in the report(s), I must notify Hamilton College within two (2) days of my receipt of the report(s). If I notify Human Resources within two (2) days of the receipt of the report(s) that I am challenging information in the report(s), Hamilton College will not make a final decision on my employment status until after I have had reasonable opportunity to address the information contained in the report(s).

Last Name _____ First Name _____ Middle Name/Initial _____

Street Address _____ City _____ State _____ Zip _____

Date of Birth _____ Gender Male Female

Social Security Number _____ Home Phone _____

Previous address(es) for the past seven (7) years, if different than above:

Have you used any names or social security numbers other than above? Yes No

If yes, other name(s) used _____

Other SS number used _____

If motor vehicle and insurance claim report authorized, **please provide a copy of your driver's license**

and driver's license number _____ State issued _____

Signature authorizing procurement of above reports

Date

Hamilton College
Background Screening Process for Non-Faculty Employees

The College seeks to provide a safe and secure environment for students, faculty and staff and protection for the financial and material assets of the College. To accomplish this goal, the College performs background checks on new employees to identify individuals whose presence in the workplace would create an unacceptable risk to our campus community.

An employee may not begin work until all appropriate background checks have been completed.

Falsification of application materials, including failure to disclose misdemeanor or felony convictions, is grounds for refusal or termination of employment.

Employment Verifications or general reference checking will be performed prior to the extension of any job offer. Reference checking will be the responsibility of the hiring supervisor or department head since he or she has the greatest familiarity with the duties and requirements of the position. Letters of reference or personal references provided by the job applicant should not be relied on. Human Resources has developed guidelines to assist the hiring supervisor in appropriately checking references.

Verbal offers will be contingent upon satisfactory findings from one or all of the following:

1. Criminal Record Check, to be initiated by Human Resources. Convictions revealed in the employment process and/or as a result of the criminal history investigation will be carefully reviewed by the Director or Associate Director of Human Resources, the hiring supervisor and other individuals as deemed appropriate to determine whether or not the employee or candidate should be disqualified from employment. Criminal convictions will not automatically disqualify an applicant from employment. Except where employment is expressly prohibited by law, the College will consider factors such as, but not limited to, the nature of the crime, the age of the individual at the time the crime was committed, length of time since the conviction, the nature of the position and the job-relatedness of the conviction, the individual's employment history and employment references. Depending on the position in question, after a verbal offer of employment has been made and accepted, a background check may also include one or both of the following:

2. Credit Checks will be conducted on candidates offered positions that allow access to currency or other financial transactions of the College. Prior to taking any adverse employment action based on information contained in a credit history record check report obtained from a consumer reporting agency, Human Resources will provide the employee or candidate with a copy of the report and a notice summarizing the individual's rights under the Fair Credit Reporting Act. The employee or candidate will also be given information on the credit reporting agency providing the report and a reasonable opportunity to submit information to Human Resources disputing the accuracy or completeness of the report before a final decision is made and communicated.

3. Motor Vehicle Checks will be conducted on candidates offered positions that entail the use of vehicles owned or rented by the College, or that require a valid driver's license. Additional motor vehicle license checks may be performed throughout employment. If the record indicates negligent driving, driving while impaired, loss of license and/or a pattern of repeated violations, this will be treated as an indication of poor judgment or lack of behavioral control. Employees whose positions require driving personal or College owned or rented vehicles are required to maintain an unrestricted, valid driver's license and insurance coverage. Employees must promptly report any changes in restrictions on their license or in insurance coverage to their supervisor and Human Resources.