

Hamilton College
Authorization and Release of Information Form for Non-Faculty Employees

I understand that, in order to better evaluate my prospective or continued employment, Hamilton College may obtain a consumer report at any point during the application process or during the tenure of my employment from consumer reporting agency(ies) which will provide applicable information concerning my education, references, past employment, credit, motor vehicle records, and criminal background.

I, the undersigned, hereby knowingly and voluntarily authorize Hamilton College and/or its authorized representatives to obtain written consumer reports bearing on my education, references, past employment, credit, motor vehicle records, and criminal background in order to evaluate my opportunities for prospective or continued employment.

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

I authorize the consumer reporting agency to release and disclose the results of this verification process to the designated authorized representatives at Hamilton College.

All employment decisions will be made in accordance with applicable state and federal laws. By my signature below, I indicate I have carefully read and understand this Authorization and Release of Information Form and the attached summary of rights under the Fair Credit Reporting Act.

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 the position requires a valid driver's license or use of vehicles owned or rented by the College, **please provide a copy of your driver's license and driver's license number:** _____ State issued _____

Signature of Applicant

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 applicants and employees to identify individuals whose presence in the workplace would create an unacceptable risk to our campus community. 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. An employee will not be hired and 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. Contact Human Resources regarding questions related to reference checking.

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

1. Criminal Record Checks will be initiated by Human Resources. Convictions revealed in the application process and/or as a result of the criminal history investigation will be carefully reviewed by Human Resources, the hiring supervisor, and other individuals as deemed appropriate to determine whether or not the 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.

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. 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.

4. Education Verification will be initiated by Human Resources. The College will validate all degrees listed on the CV and/or in the application materials. Candidates will be notified by Human Resources regarding any discrepancies between the education information listed and the information received from the consumer reporting agency. Falsification of degrees attained will disqualify candidates from employment.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting Hamilton College at 315-859-4688. A summary of your rights under the Fair Credit Reporting Act and Article 23-A of the New York State Correction Law is also being provided to you with this form.

Human Resources
November 2014