

**Hamilton College**  
**Authorization and Release of Information Form for Faculty Employees**

I understand that, in order to better evaluate my application for employment, Hamilton College may obtain a consumer report at any point during the application process from consumer reporting agency(ies) which will provide applicable information concerning my education, references, past employment, 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, and criminal background in order to evaluate my opportunities for prospective 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), 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: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

In addition, please complete your education information for all degrees attained on page 2.

**Education Check Information** – Attach additional pages if necessary.

**Institution Name:** \_\_\_\_\_

Name Enrolled As: \_\_\_\_\_

Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Diploma or Degree Received: \_\_\_\_\_

(Only diplomas, degrees, or other credentials are verifiable. Please do not list schools or classes if no credential was awarded)

Dates Attended: from \_\_\_\_\_ to \_\_\_\_\_

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

**Institution Name:** \_\_\_\_\_

Name Enrolled As: \_\_\_\_\_

Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Diploma or Degree Received: \_\_\_\_\_

(Only diplomas, degrees, or other credentials are verifiable. Please do not list schools or classes if no credential was awarded)

Dates Attended: from \_\_\_\_\_ to \_\_\_\_\_

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

**Institution Name:** \_\_\_\_\_

Name Enrolled As: \_\_\_\_\_

Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Diploma or Degree Received: \_\_\_\_\_

(Only diplomas, degrees, or other credentials are verifiable. Please do not list schools or classes if no credential was awarded)

Dates Attended: from \_\_\_\_\_ to \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Hamilton College**  
**Background Screening Process for 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 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. A candidate 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 the reference checking.

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

1. **Criminal Record Check:** Convictions revealed in the application process and/or as a result of the criminal history investigation will be carefully reviewed by Human Resources and the Dean of Faculty, 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. **Education Verifications:** The College will validate all degrees for every Faculty candidate accepting a verbal offer of employment. Candidates will be notified immediately by the Dean of Faculty's office regarding any discrepancies between the education information listed on the report and the information received from the consumer reporting agency. Falsification of information related to 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 Correction Law is also being provided to you with this form.