

**Background Check  
Candidate Information Form**

_____	_____	_____	_____	_____
First Name	Last Name	Middle Name	Social Security No.	Date of Birth
_____		_____	_____	
Other Name(s)		Telephone No.	Email	

**Please list all addresses for the past ten years. If more than three, please use the reverse side of this form.**

1) \_\_\_\_\_  
Full Street Address, City, State \_\_\_\_\_  
From - To \_\_\_\_\_

2) \_\_\_\_\_  
Full Street Address, City, State \_\_\_\_\_  
From - To \_\_\_\_\_

3) \_\_\_\_\_  
Full Street Address, City, State \_\_\_\_\_  
From - To \_\_\_\_\_

**Current/Previous Employment-Please list employment starting with the most current:**

1) \_\_\_\_\_  
Employer \_\_\_\_\_ Full Street Address, City, State \_\_\_\_\_ Phone Number \_\_\_\_\_  
Your Title \_\_\_\_\_ Supervisor's Name & Phone Number \_\_\_\_\_ Dates Employed: From - To \_\_\_\_\_

2) \_\_\_\_\_  
Employer \_\_\_\_\_ Full Street Address, City, State \_\_\_\_\_ Phone Number \_\_\_\_\_  
Your Title \_\_\_\_\_ Supervisor's Name & Phone Number \_\_\_\_\_ Dates Employed: From - To \_\_\_\_\_

3) \_\_\_\_\_  
Employer \_\_\_\_\_ Full Street Address, City, State \_\_\_\_\_ Phone Number \_\_\_\_\_  
Your Title \_\_\_\_\_ Supervisor's Name & Phone Number \_\_\_\_\_ Dates Employed: From - To \_\_\_\_\_

**MAY WE CONTACT YOUR CURRENT EMPLOYER?**       YES       NO

**Complete only if applying for a position which requires a valid license:** \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

**Please list the highest education completed:**

_____	_____		
Name of School or University	Address		
_____	_____	_____	
Degree or Diploma	Date Awarded	Name Under Which Attended	

**Professional License or Certificate:**

_____	_____	_____	_____
License/Certificate Number	State Issued	Type of License/Certificate	Expiration Date
_____	_____	_____	_____
License/Certificate Number	State Issued	Type of License/Certificate	Expiration Date

**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## AUTHORIZATION TO OBTAIN A CONSUMER REPORT OR AN INVESTIGATIVE CONSUMER REPORT AND RELEASE

I hereby authorize Rutgers, The State University of New Jersey and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated as a condition of employment, continued employment, promotion, reassignment or retention as an employee or a condition of my volunteer service. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: Social Security Number validation; credit reports; criminal records checks; address history; court records checks; driving records; professional licensing; professional liability claims history; charges of research misconduct; information about my character, general reputation and personal characteristics; and/or summaries of educational and employment records and histories. Any information contained in such reports may be taken into consideration in evaluating my suitability for employment. In addition, I understand that, to the extent that I am currently a Rutgers employee, the information in a consumer report may be taken into consideration with respect to my employability in my current position.

I understand that if any adverse decision is made with regard to employment or volunteer service based on the information contained in a consumer report or an investigative consumer report, I will be notified and given a copy of the report, as well as a summary of my rights.

In addition, I understand that, to the extent that Rutgers requests an investigative consumer report, which generally provides information about my character, my general reputation and personal characteristics, my mode of living, summaries of my educational and employment records and histories, I will receive separate disclosure of the precise nature and scope of the report and, if I request, I will receive a copy of the report.

I have been informed that my refusal to consent to a consumer report or investigative consumer report may result in rejection of my application for employment or volunteer service or withdrawal of an offer of employment or volunteer assignment.

I authorize the complete release of records or data pertaining to me, both information that may be provided in written form or verbally, which an individual, company, firm, corporation, or public agency may have. I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request.

I understand that this authorization shall remain on file and shall serve as an ongoing authorization for Rutgers to procure consumer reports at any time during my employment to the extent permitted by law.

I understand that I must provide my date of birth to adequately complete said screening, and acknowledge that my date of birth will not affect any hiring decisions where age is not a bona fide position requirement.

I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me, to furnish Rutgers and its consumer reporting agency with any and all information in their possession regarding me in connection with an application for employment. This authorization and consent shall be valid in original, fax, or copy form.

I hereby release Rutgers University, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time, result to me, my heirs, family or associates because of compliance with this authorization and request to release.

I understand that, if I request a copy of this authorization in writing, Rutgers will provide me with a copy. I also understand that the results of the background investigation will be maintained in confidence.

Name: (Please Print) \_\_\_\_\_  
(First) (Middle) (Last)

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

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
(MM/DD/YYYY)

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

## **DISCLOSURE STATEMENT: CONSUMER REPORT OR INVESTIGATIVE CONSUMER REPORT**

Rutgers, The State University of New Jersey and its designated agents and representatives may arrange for a consumer reporting agency to conduct a comprehensive review of your background through a consumer report and/or an investigative consumer report to be generated for the purpose of evaluating your employment, promotion, reassignment or retention as an employee or a condition of my volunteer service.. This consumer report or investigative consumer report may include, but is not limited to, the following areas: social security number verification; credit reports; criminal records checks; court records checks; driving records; professional licensing; professional liability claims history; charges of research misconduct; information about your character, mode of living, general reputation and personal characteristics; and/or summaries of educational and employment records and histories. Any information contained in these reports may be taken into consideration in evaluating your suitability for employment.

To the extent that Rutgers requests an investigative consumer report, which generally provides information about your character, your general reputation and personal characteristics, your mode of living, summaries of your educational and employment records and histories, you will receive separate disclosure of the precise nature and scope of the report and, if you request, you will receive a copy of the report.