

# CHARLESTON SOUTHERN UNIVERSITY

## DISCLOSURE AND AUTHORIZATION FORM

I hereby authorize Charleston Southern University ("CSU"), through its agents, to conduct an appropriate background investigation of me and, if needed, to obtain the preparation of a consumer report or investigative consumer report, as those terms are defined in the Federal Fair Credit Reporting Act, as amended (FCRA), 15 U.S.C.A. § 1681 *et. seq.*, which may be used as a factor in determining my eligibility for employment, promotion or retention. I understand that the background investigation and/or report may include but not be limited to my consumer credit history, education, professional licensing, professional liability claims history, criminal history, sexual predator history, driving history, personal character, abilities, work habits, charges of research misconduct, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to my qualifications for employment or volunteer service, including reasons for termination of past employments. I further understand that the consumer reporting agency may not give out information about me to CSU without my written consent.

I understand that I am entitled to be informed if an offer of employment is withheld because of information obtained from the consumer reporting agency; and in that event, I have sixty (60) days within which to submit a written request to the consumer reporting agency which will provide me with a copy of my file and a "Summary of Your Rights Under the Fair Credit Reporting Act."

I hereby authorize CSU to obtain consumer reports in connection with my application for employment or promotion with CSU. I authorize all former employers, listed references, schools, law enforcement agencies and courts, to release to CSU and/or their representatives information pertaining to me.

*Note: The phrases and wording contained in this authorization are required under the FCRA. CSU will not run a credit check on an applicant as part of a background investigation unless the position for which applied requires financial information on a prospective candidate. The candidate will be notified if a credit check is required. The use of date of birth is only for identification purposes for the background check.*

Please Print:

Name: \_\_\_\_\_ S/S No.: \_\_\_\_\_

Other Name(s) used: \_\_\_\_\_

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

Previous Address (es): \_\_\_\_\_

\_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Position: \_\_\_\_\_