

APPLICANT: Please read the following statement and complete the attached Authorization to Release Information form. Detach and retain this Fair Credit Reporting Act Disclosure statement for your records.

Fair Credit Reporting Act Disclosure Statement

Disclosure

Louisiana State University (LSU), when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a “consumer report” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant for employment or an employee of LSU, you are a “consumer” with rights under the FCRA.

A “consumer reporting agency” is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing “consumer reports” to others, such as, LSU.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes. For LSU purposes, a consumer report will consist of a criminal background check, employment verification, reference checking, and may consist of educational verification and civil litigation records check.

If LSU obtains a “consumer report” about you, and if LSU considers any information in the “consumer report” when making an employment related decision that directly and adversely affects you, you will be notified before the decision is finalized and be provided with a copy of the “consumer report.” You may also contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”

Clery Act

In compliance with the Clery Act, the Baton Rouge campuses annual security report may be accessed at:

<https://sites01.lsu.edu/wp/lupd/student-right-to-know-clery-act-notice/>

LOUISIANA STATE UNIVERSITY

A Note to Prospective Employees:

Louisiana State University has an outstanding faculty, staff and student body in which we take great pride. We also take pride in the exceptionally productive and collegial environment in which we work. Because we place such a high value on our faculty and staff and because an environment of ethical behavior and mutual respect is so important to us, we may ask more questions than other employers when conducting job interviews. It is in this spirit that we ask you to authorize the release of background information to us. The information obtained will be kept confidential within the limits of the law. (Confidentiality will be provided to the extent permitted under the Louisiana Public Records Act, La. R.S. 44:4.1 et. Seq.)

AUTHORIZATION TO RELEASE INFORMATION

(To be completed by applicant)

I am a serious applicant for employment at Louisiana State University. As such, I certify that the information I have provided to LSU both orally and in writing is accurate and complete. I authorize LSU and any agent acting on its behalf to confirm this information and to secure necessary information from all my employers, references, credit bureaus and academic institutions. As part of this inquiry, my complete police and driving record will be reviewed and civil litigation records checked. I release all of those information providers, LSU and any agent acting on its behalf from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications (except liability arising under the Fair Credit Reporting Act). I understand that this information is confidential and that disclosure of this information to me and to others will be governed by LSU policy and state law.

I also understand that I have rights under the Fair Credit Reporting Act, which has been provided to me by LSU. This authorization will remain in effect throughout the term of employment. Any false or misleading statements I have made will be sufficient cause for rejection of my application or for dismissal if LSU employs me. I have read and understand the preceding statement.

Signature _____ Date _____

By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility with Louisiana State University. **DPSSP 6696**

Full Name (Print Clearly): _____
FIRST MIDDLE LAST

Other Last Names Used (or N/A if Not Applicable): _____ Date of Birth:

Social Security Number (Print Clearly):

Current Physical Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Driver's License Number _____ State Issued: _____

Have you lived in any other city/state and country during the past 7 years? YES ____ NO ____ If "YES" please list all cities/states and countries below.

City/State/Country: _____

Have you ever been fired from a job or resigned to avoid dismissal? YES ____ NO ____ If "YES", please explain below.

Have you ever been convicted of a crime other than minor traffic violations? (Drunk, reckless or hit-run driving are not minor violations) Include any convictions by military trial. **List ALL reportable convictions including felonies AND misdemeanors** (including guilty pleas and fines paid). **Failure to admit and disclose may be cause for disqualification.** Use the back of this form if additional space is needed.

MUST INDICATE YES or NO: YES ____ NO ____

<u>Offense</u>	<u>Date of Conviction</u>	<u>City, State</u>	<u>Sentence</u>

****THIS SECTION MUST BE COMPLETED BY HIRING DEPARTMENT REQUESTING BACKGROUND CHECK****

Department: _____ Candidate's Position Title: _____

Account Number: _____ Dept. Contact Phone: _____

Dept. Contact Name: _____ Dept. Contact E-mail: _____

Must have approved background confirmation from HRM BEFORE employment begins.

ADDITIONAL CHECKS AVAILABLE:

- Civil Suit History Check Employment Verification. **MUST** attach resume of the applicant.
 Driving Record Education Verification (Highest Degree Earned) **MUST** attach resume of the applicant

Please scan and e-mail background check request to HR@LSU.edu