

Memorandum

To: Resident Advisor Candidates
From: Peter Groenendyk, Director
Residence Life & Dining Services
Subject: Background Checks

Effective July 1, 2011, in accordance with Tennessee state law (SB 1648, HB 1951) all student applicants recommended for a Resident Advisor position with the University of Memphis, Department of Residence Life and Dining Services will be subject to a criminal background check prior to the start of training/employment. Resident Advisors must also have their fingerprints on file with the University of Memphis Campus Police Department. This process will be coordinated after employment begins. Per state law (SB 1648, HB 1951) the candidates must assume the cost of their own background check. Employment offers and continued employment is contingent upon receiving a satisfactory report.

Background checks exclude credit or other reports unless required in job specifications. Examples of information obtained through conducting a background search might include confirmation of the individual's identity, review of a criminal conviction record, if any, and/or verification of any license, certificate or degree required for the position.

Have you ever been convicted of a felony or misdemeanor? Yes No
If yes, please explain or you may discuss this question with the Director of Residence Life & Dining Services at 678-2295.

The Department of Human Resources in conjunction with the Director of Residence Life and Dining Services will be responsible for ensuring that the Disclosure and Authorization Form along with all forms required by the Fair Credit Reporting ACT (FCRA) is completed and received on all candidates recommended for a position (see attached FRCA forms). In addition, Human Resources will serve as the custodian of the records for background check results. Failure to comply, falsified information, or omission of facts will result in the University rescinding offers of employment or continued employment.

Signature of Applicant/ Employee

Date

Print Name

I, the undersigned consumer, do hereby authorize the University of Memphis, by and through its independent contractor, **Truescreen**, to procure a consumer report and/or investigate consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigate consumer reports during my period with the **University of Memphis** for the purpose of investigating any incidents of workplace misconduct or criminal activity for which I am alleged to have been involved during my employment.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications; personal references; personal interviews; my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the **University of Memphis**, by and through **Truescreen**, including, but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigate consumer report of which I am the subject upon my written request to **Truescreen**, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. 1681et.seq.

Signature: _____ Date: _____

IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY

Printed Name: _____
First Middle Last

Other Names Used (alias, maiden, nickname) _____

YEARS USED _____

Current Address: _____
Street/P.O. Box City State Zip Code County Dates

Former Address: _____
Street/P.O. Box City State Zip Code County Dates

Social Security Number: _____
Daytime Telephone Number: _____

Driver's License Number: _____
State of Issuance: _____

*Date of Birth: _____
*Gender: _____

IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY CONTINUED

Former addresses within the past 10 years if outside your current county of residence not listed on previous page:

1.	Street/P.O. Box	City	State	Zip Code	County	Dates
2.	Street/P.O. Box	City	State	Zip Code	County	Dates
3.	Street/P.O. Box	City	State	Zip Code	County	Dates
4.	Street/P.O. Box	City	State	Zip Code	County	Dates
5.	Street/P.O. Box	City	State	Zip Code	County	Dates