



Residence Life & Dining Services

Centennial Place, Suite 175
Memphis, Tennessee 38152-3110

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www.memphis.edu/reslife

To: Conference Assistants Candidates

From: Aretha Milligan, Associate 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 Conference Assistant 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. 1681 et 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

**FAIR CREDIT REPORTING ACT
DISCLOSURE AND AUTHORIZATION FORM**

The University of Memphis may request, or has decided to request, a consumer report to be obtained from a consumer reporting agency to assist it in making a decision pertaining to your application for employment, reclassification, transfer or retention as an employee at the University of Memphis.

You are considered a “consumer” under the Fair Credit Reporting Act and have certain rights there under. A “consumer reporting agency” is a person or business that, for monetary fees, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports. A “consumer report” is any written, oral or other communication of any information by a consumer reporting agency concerning a consumer’s credit worthiness, credit standing, credit capacity, 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.

The information requested may include, but not be limited to: verification of identification and/or Social Security number; checks of criminal history, if any; and verification of employment, education, and credentials or licenses held by you. **YOUR CREDIT HISTORY WILL NOT BE REQUESTED OR RECEIVED BY THE UNIVERSITY OF MEMPHIS.** Any information contained in such reports may be taken into consideration in evaluating your suitability for employment, promotion, reclassification, transfer or retention as an employee.

By your signature below, you indicate that you authorize and consent to the release of consumer reports to the University of Memphis to be used in connection with your application for employment, promotion, reclassification, transfer or retention at the University of Memphis. If you fail or refuse to execute this document, no further consideration will be given to your application for employment, promotion, reassignment or retention as an employee.

Signature: _____ Date: _____

Department: _____