

**WESTERN COLORADO UNIVERSITY
DISCLOSURE AND CONSENT CONCERNING CONSUMER
AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because Western Colorado University ("University") may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. The University will use any such report(s) solely for employment-related purposes.

Consumer Reports or Investigative Consumer Reports will be obtained from HireRight, Inc., ("HireRight") located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, social security number, criminal records checks, public court records checks, including civil, driving records, educational records, verification of employment positions held, workers compensation records, personal and professional references, licensing, certification, etc. The information contained in these reports may be obtained by HireRight from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

You are being given a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681(g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight.

CONSENT

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to the University in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the University by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the University. I understand that if the University hires me, it may request a consumer report and/or an investigative consumer report about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the University at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the University.

******* PLEASE PRINT CLEARLY *******

Applicant Last Name _____ First _____ Middle _____

Other Names Used _____

Social Security # _____ Date of Birth (for ID purposes only) _____

Driver's License State _____ # _____ Phone number _____

Present Address _____

City/State/Zip _____

Have you ever been convicted of a criminal offense? No Yes (provide details on a separate page)

Applicant's Signature _____ Date _____

CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY: I wish to receive a free copy of any Consumer Report and/or Investigative Consumer Report on me that is requested.

CONTINUATION OF CONSENT TO RELEASE OF
CONSUMER &/OR INVESTIGATIVE CONSUMER REPORTS

History of Residences for *last 7 years*:

Dates MM/YY	Street	City	County, Parish, or Providence	State (or foreign country if not USA)	Zip

Applicant Signature: _____ Date: _____



Acknowledgment and Authorization for Criminal Background Check

As a condition of my candidacy for employment with Western Colorado University, I understand that the University will conduct a criminal background check on me for employment purposes and may conduct other employment related background checks.

By signing this Acknowledgment and Authorization, I authorize Western Colorado University or any company authorized by the University, to access such information as may be necessary to complete a criminal background check and all background checks as described in the Western State Colorado University Background Check Policy, attached hereto.

I release from liability all persons and entities supplying such information. I indemnify Western Colorado University or any company authorized by the University against any liability which may result from making such requests. I understand that the information provided by me, including personal information, sex and date of birth, is for the sole purpose of accurately gathering information needed for the criminal background check and any other employment related background checks and will not be used unlawfully.

I understand that upon my request, I will be given a copy of the background report and a written description of my rights under the Fair Credit Reporting Act.

I am a candidate for the position of: _____

In the department of: _____

Printed Name: _____

Other Names Used: _____

Have you ever been convicted of a criminal offense?

No Yes (provide details on a separate page)

I acknowledge receipt of the Western Colorado University Background Check Policy; I affirm, to the best of my knowledge, that all information provided by me in application for this position, and for the background check, is accurate, true and correct; and I fully understand the terms of the Policy, and this Acknowledgment and Authorization.

Signature: _____ Date: _____

BACKGROUND CHECK POLICY

WESTERN COLORADO UNIVERSITY

Purpose: Western Colorado University is committed to providing students with an outstanding education in a safe environment. To fulfill this commitment, careful selection procedures are necessary to hire qualified individuals. Background checks are an important part of a thorough selection process, reducing the risk of a poor hiring decision and helping ensure the University is a safe and secure environment for students, faculty, staff and visitors.

Policy: Western Colorado University conducts background checks on newly hired employees and on rehired employees in order to verify the information provided by candidates and to determine their suitability for employment. A criminal background check and a check of the National Sex Offender Public Registry is conducted post-offer for employees as described in the policy scope.

The University may also check candidates' professional, personal, and other employment related references, employment history and proof of required credentials. If job responsibilities dictate, post offer credit and driving records of newly hired employees and rehired employees may be checked.

Offers of employment will be contingent upon the completion of an acceptable background check.

Scope:

A. Criminal background and sex offender registry background checks apply to:

1. All faculty or administrators newly hired (post-offer). Faculty or Administrators who are hired for less than a 15 day term of service may not be subject to a background check.
2. Faculty and administrators rehired after a one year or more break in service. Faculty or Administrators who are rehired for less than a 15 day term of service may not be subject to a background check.
3. Classified employees hired (post offer) for regular or temporary appointments. Classified employees who are hired for less than a 15 day term of service may not be subject to a background check.
4. Classified employees rehired after a one year or more break in service for regular or temporary appointments. Classified employees who are rehired for less than a 15 day term of service may not be subject to a background check.
5. All independent contractors, depending upon their responsibilities on campus. Note that independent contractors and their regular employees or sub-contractors who are required to perform criminal record and sex offender registry background checks may be required to do so at the independent contractor's cost as a condition of their contract with Western State.
6. Students employed in Residence Life, Campus Security and athletic camps, or students who have responsibility for the care, safety or security of students, including but not limited to those who have responsibility for supervising other students or campus visitors for classes or activities involving overnight activities are subject only to screening through the National Sex Offender Public Registry.
7. Any employee subject to a criminal background check under the Key Policy.

8. Any employee whose job duties or qualifications specifically require a criminal record and/or sex offender registry background check.

B. Professional and personal references, employment history and proof of credentials background checks apply to all new employees.

C. Credit history and driving record background checks may apply to new hires (post-offer) only when qualifications for the job require or the job duties are reasonably related to the check. Unrelated to hiring, the University driving policy may also require driving record checks.

II. Responsibilities:

A. Human Resources: The Western Colorado University Office of Human Resources is responsible for carrying out the procedures related to criminal background checks, National Sex Offender Public Registry checks, credit history checks and driving record checks on all employees of the University, as defined under the scope of this policy. This responsibility includes adherence to applicable laws, including, but not limited to the Fair Credit Reporting Act, **§ 24-5-101, C.R.S.** and proper recordkeeping and retention of sensitive information. It is the responsibility of the Office of Human Resources to obtain a completed Acknowledgement and Authorization form from an employee/candidate before background checks are conducted. The University considers information received in response to a background check is highly confidential.

It is the responsibility of the Office of Human Resources to obtain employees' official transcripts and/or licenses, as applicable, as proof of required credentials.

It is the responsibility of the Office of Human Resources to check professional and/or personal references for candidates in classified personnel system searches.

When a background check yields records that may affect hiring or rehiring decisions, the director of human resources in consultation with legal counsel, when necessary, and the appropriate vice-president work together to determine the relevance of such information to the vacant position's responsibilities and the hiring decision.

Having a criminal history, a criminal conviction, or a motor vehicle violation does not necessarily preclude employment. The nature of the offense, the circumstances surrounding it and its relevance to a particular position are evaluated on a case-by-case basis. An evaluation shall consider, but shall not necessarily be limited to, the following factors:

- Falsification of application material pertaining to the conviction(s);
- Date of conviction(s);
- Subsequent employment record;
- Length of university service and performance;
- Number and gravity of crime(s) committed and the nature of the crime(s) in relationship to the nature of the work to be performed;
- Potential opportunity, through possible abuse of work-related functions or situations, to cause financial or property loss or other harm.

B. Search Committees: Search committees are responsible for checking professional and/or personal references for faculty and administrator candidates.

Search committees shall include a statement in the full position announcement that Western Colorado University conducts background checks prior to employment and any offer of employment is contingent upon completion of an acceptable criminal background check.

- C. Appointing Authorities: The appointing authority is responsible for making offers of employment for appointments within the scope of this policy contingent upon acceptable results of the background check.

Once an offer of employment is made, the appointing authority, in conjunction with the Office of Human Resources, is responsible for having the candidate/employee sign an Acknowledgement and Consent form to allow the Office of Human Resources to conduct a background check. The candidate will complete the form and give it to the appointing authority or designee directly. Individuals who fail or refuse to complete the form or who provide false or misleading information may no longer be considered a candidate.

Appointing Authorities are responsible for the costs associated with conducting background checks.

Appointing authorities are responsible for consulting with the human resources office when considering the relevance of credit history and driving records to the vacant position's job responsibilities.

- D. Campus Security: The Office of Campus Security may be given joint responsibility with the Office of Human Resources in carrying out any of the background check procedures, to the extent permitted by applicable law.

Western Colorado University reserves the sole right to make the determination concerning the relevance of information obtained from a background check and the sole right to make employment decisions.

III. Sanctions for Violation:

Violations of any provision of the background check policy, including but not limited to providing false information, may result in disciplinary actions, up to and including termination of employment. Failure to disclose convictions in the application process is deemed falsification of the employment application and shall result in termination of employment, if employed, after the effective date of this policy.