



INDIANA UNIVERSITY

Consumer Disclosure

Indiana University will obtain one or more consumer reports about you for the following purposes: 1) for employment purposes which may include hiring, re-assignment, or promotion; or 2) for any employee, student, or volunteer affiliated with Indiana University who will be working in a program involving children for whom the University has not obtained a background check within the past five years.

Indiana University will obtain these reports through General Information Services, Inc. (GIS), or another consumer reporting agency. GIS's address is P.O. Box 353, Chain, SC 29036. GIS's telephone number is (866) 265-4917. GIS's website is www.geninfo.com, where you can find information about GIS's privacy practices.

To prepare the reports, GIS may investigate your address history, social security number validity, criminal records, driving record, and any other publicly held information.

You may inspect GIS's files about you (in person, by mail or by phone) by providing identification to GIS. If GIS obtains any information about you by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please sign below to acknowledge your receipt of this disclosure.

Signature _____
Date

Printed Name

FOR DEPARTMENT/HR USE ONLY

Department Code: _____ Account Number: _____

Programs Involving Children (PIC) Yes or No

Name of PIC Program _____

Type of Position (Circle one)

Academic Staff Student/Volunteer (non-employee)

Student Temporary Regular Temporary

For IU Academic Departmental Use Only

Date that candidate accepted offer: _____



INDIANA UNIVERSITY

Consumer Report Consent & Authorization

Indiana University requires a background check for the following individuals: i) all new employees, including those that have received a conditional offer of employment; ii) current employees as may be required for continued employment pursuant to the University's Background Check policy; and iii) any employee, student, or volunteer affiliated with the University who will be working in a program involving children, for whom the University has not obtained a background check within the past five years. Indiana University will obtain these reports through General Information Services, Inc. (GIS), or another consumer reporting agency. GIS's address is P.O. Box 353, Chain, SC 29036. GIS's telephone number is (866) 265-4917. GIS's website is www.geninfo.com, where you can find information about GIS's privacy practices.

This Consent & Authorization allows: i) GIS to request information about you from any public information source; ii) anyone to provide such information about you to GIS; iii) GIS to provide Indiana University one or more reports based on that information ("Background Check"); and iv) the University to share your Background Check with others for legitimate business purposes related to your affiliation with the University. Information requested may include a criminal history check and a sex offender registry check, as well as verification of address history, social security number validity, driving record and other publicly held information. The Background Check may include information about your character, general reputation, personal characteristics, and mode of living. If GIS obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please review the Background Check Consent Statement below *applicable to you*, and provide your signature at bottom.

THIS SECTION APPLIES TO UNIVERSITY EMPLOYEES OR INDIVIDUALS OFFERED EMPLOYMENT WITH THE UNIVERSITY:

- o I understand that an offer of employment from the University for any position is contingent on the receipt and evaluation of my Background Check. In order to facilitate the required Background Check, I will provide the University my social security number and date of birth (if not currently on file). I understand that failure to provide consent or the required information will result in the withdrawal of any offer of employment.
- o I understand that following my initial hire and during the course of my employment, the University may obtain follow-up Background Checks at any time. This consent will apply throughout my employment in any position at Indiana University to the extent permitted by law, unless I specifically revoke this consent in writing. I understand that revocation of this consent may result in termination of my employment.
- o I understand that any information obtained from a Background Check may also be considered by the University in the course of any current or future engagement, including employment or volunteering, with the University.
- o I further understand that if the Background Check indicates an outstanding warrant issued against me, the University will share that information with appropriate law enforcement agencies.

THIS SECTION APPLIES TO YOU IF YOU ARE PARTICIPATING IN A PROGRAM INVOLVING CHILDREN:

- o I understand that my ability to participate in any program involving children as a University employee, student or volunteer, is contingent on the receipt and evaluation of my Background Check. The terms “program” and “children” are defined in University Policy PS-01 entitled “Programs Involving Children,” which is available by going to policies.iu.edu, clicking on “Administration & Operations,” and going to the “Public Safety and Institutional Assurance” list of policies.
- o I agree that in order to facilitate the required Background Check, I will provide the University my social security number and date of birth (if not currently on file). I understand that failure to provide consent or the required information will result in the denial of or termination of my participation in any program involving children.
- o I understand that following the receipt of the first acceptable Background Check that supports my participation in any program involving children, the University may obtain follow-up Background Checks at any time during my participation in such programs, to the extent permitted by law, unless I specifically revoke this consent in writing. I understand that revocation of this consent may result in the immediate termination of my participation with any program involving children.
- o I further understand that any information obtained from a Background Check may also be considered by the University in the course of any current or future engagement, including employment, with the University.
- o I further understand that that if the Background Check indicates that an outstanding warrant has been issued against me, the University will share that information with appropriate law enforcement agencies.

For international checks

To perform background screening of employees and employment applicants, we have contracted with General Information Services, a company located in the United States. In order for GIS to carry out its functions, information about you will be transferred to the United States. By signing below, you consent to information about you being transferred to the United States for the purposes of background screening.

The Consumer Financial Protection Bureau’s “Summary of Your Rights under the Fair Credit Reporting Act” is attached to this authorization. For New York applicants, a copy of New York’s law on the use of criminal records is attached.

I have read and understand all of the information above, and by my signature below, consent to and hereby grant authorization to obtain and release of the background check reports described above to the University within the terms of this Statement.

Name (Print) _____
(First Name) (Middle) (Last Name)

Signature _____ Date _____

Email Address _____

Phone Number _____

This signed Statement, in original, faxed, photocopied, or electronic form, will be valid for any such reports that Indiana University may request.