



Disclosure and Authorization of a Criminal Background Check

We, The University of Iowa, will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. These purposes may include hiring, contract, assignment, promotion, re-assignment, transfer, and termination. The reports will include information about your character, general reputation, personal characteristics, and mode of living.

We will obtain these reports through a consumer reporting agency. Our consumer reporting agency is General Information Solutions LLC, a HireRight company ("HireRight"). HireRight's address is P.O. Box 353, Chapin, SC 29036. HireRight's telephone number is (866) 265-4917. HireRight's website is at www.geninfo.com, where you can find information about HireRight's International privacy practices.

To prepare the reports, HireRight may investigate your address history, social security number validity, criminal record, driving record, and any other information with public information sources.

You may inspect HireRight's files about you (in person, by mail, or by phone) by providing identification to HireRight. If you do, HireRight will provide you help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by providing identification.

If HireRight 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.

Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

Please sign below to acknowledge your receipt of this disclosure.

Signature

Date

Printed Name

Last updated October 2024



Notification and Authorization for Release of Information for Criminal Background Check

This is a check of your criminal background and does NOT include a credit check.

Requisition Number _____

Org and Department Name _____

Position Number/Classification _____

Notice: In connection with your application for employment at The University of Iowa, a criminal background check will be conducted on you.

Failure to provide consent will deny further consideration of your application. If the check reveals a criminal conviction, you will be informed of the record and be given a reasonable opportunity to provide clarifying information. If upon further review, it is The University of Iowa's judgment that the conviction has a nexus to the position for which you have applied, you will no longer be considered for employment or, if already employed at The University of Iowa, you will be terminated. You will be informed in writing of such action. If you seek future employment at The University of Iowa, the hiring department may be informed of this action and may be directed to take this information into consideration when evaluating your application and/or appointment.

Authorization: By signing below, you authorize: (a) HireRight to request information about you from any public information source; (b) anyone to provide information about you to HireRight; (c) HireRight to provide us (The University of Iowa) one or more reports based on that information; and (d) us to share those reports with others for legitimate business purposes related to your employment. HireRight may investigate your address history, social security number validity, criminal record, driving record, and any other information with public information sources.

You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an applicant or employee with us.

I acknowledge that I have received and carefully read and understand the separate "Disclosure and Authorization of a Criminal Background Check"; and the separate "Summary of Rights under the Fair Credit Reporting Act" that have been provided to me by The University of Iowa. I also acknowledge receipt of and that I have carefully read and understand (as applicable), the separate California Disclosure and Summary of Rights under California Civil Code Section 1786.22; the separate New York Article 23-A; and the separate San Francisco Fair Chance Ordinance Official Notice that have been provided to me.

You understand that my date of birth is used solely as an identifier to avoid possible misidentification while completing the background check process.

California, Minnesota, or Oklahoma applicants only – You will be provided with a free copy of any consumer reports or investigative consumer reports obtained on you if you check the box below.

I wish to receive a free copy of the report.

I have read and understand the above and do hereby grant authorization to conduct the background check investigation in the event that I am the recommended candidate for this position.



Additional State Law Notices

Please also note the following:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the actual copying costs, by appearing at the consumer reporting agency's offices in person, during normal business hours and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, the consumer reporting agency may require additional information concerning your employment and personal or family history to verify your identity.

HireRight, LLC ("HireRight") will prepare the background report for the Company. HireRight is located and can be contacted at 100 Centerview Drive, Suite 300, Nashville, TN 37214, (800) 400-2761. Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

MASSACHUSETTS: Upon request to the Company, you have the right to know whether the Company requested an investigative consumer report about you and, upon written request to the Company, you have the right to receive a copy of any such report. You also have the right to ask the consumer reporting agency (e.g., HireRight) for a copy of any such report.

MINNESOTA: You have the right in most circumstances to submit a written request to the consumer reporting agency (e.g., HireRight) for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after (i) its receipt of your request or (ii) the date the report was requested by the Company, whichever date is later.

NEW JERSEY: You have the right to submit a request to the consumer reporting agency (e.g., HireRight) for a copy of any investigative consumer report the Company requested about you.

NEW YORK: You have the right, upon written request to the Company, to be informed of whether or not the Company requested a consumer report or an investigative consumer report about you. Shown above is the address and telephone number for HireRight, the consumer reporting agency used by the Company. You may inspect and receive a copy of any such report by contacting that consumer reporting agency. A copy of Article 23-A of the New York Correction Law is also provided below.

WASHINGTON STATE: If the Company requests an investigative consumer report, you have the right, upon written request made to the Company within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You are entitled to this disclosure within 5 days after the date your request is received or the Company ordered the report, whichever is later. You also have the right to request a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.





The following information is required to identify yourself for HireRight: (Please Print Clearly)

Name of Applicant _____
(first name, middle name (none), last name)

Other Names Used _____ Date of Change _____

Other Names Used _____ Date of Change _____

Current address _____ From Mo/Yr _____

City, State, Zip _____

List all cities, states and zip codes you have lived in, if the above address does not encompass 7 years

From Mo/Yr to Mo/Yr Street City, State, Zip

From Mo/Yr to Mo/Yr Street City, State, Zip

From Mo/Yr to Mo/Yr Street City, State, Zip

Telephone Number _____ E-Mail _____

If you have lived in another country during the past seven years you must list ALL street addresses, cities, states/provinces, and postal codes where you have lived. A passport number is also required.

Passport Number _____

Country _____

Street Address City State/Province Zip Code

Some government agencies and other information sources require the following information when checking for records. GIS will not use it for any other purposes.

Date of Birth

Social Security Number

Driver's license number & State

Name as it appears on license



IOWA

In the past seven years, have you been convicted of or pleaded guilty to any violation of law: felonies, misdemeanors and/or ordinance violations other than a minor traffic violation? (Example: speeding and traffic violations related to driver's license and vehicle registration are considered minor violations; operating while intoxicated is major and should be disclosed).

Yes No Don't Know

If yes, please explain (convictions, pleas, locations, dates)

Have you previously submitted to a criminal background check at The University of Iowa?

Yes No Don't Know

I certify that answers given herein are true and complete to the best of my knowledge. I understand that false statements made on this application or incomplete information may eliminate me from further consideration for employment or may be grounds for dismissal.

Signature and date are required when this form is used in hard copy:

Signature _____ Date _____

- FOR INTERNAL USE ONLY -

Background Check Completed (Date) _____

Senior HR Unit Representative (Name) _____

Check revealed a conviction? Yes No

If yes, was the conviction determined to have a nexus to the position? Yes No

Date adverse action letter sent to the employee _____

Updated October 2024

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