

Direct Questions and Form Submission to Staff Employment Services ucmjobs@ucmerced.edu 209-228-8247

Please supply the subject of the investigation the **DISCLOSURE** and **CONSENT CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS** (pages 2 and 3 of this document).

Please complete the **Request for Background Investigation** to include contact and FAU string information along with the signed consent completed by the subject of the investigation.

Requestor Name: _____

Department: _____

Phone Number: _____

UC Merced Package - Total Price is \$50.25 per Applicant – per Name Criminal Based on Social Security Number with National Sex Offender and National Criminal Database

- County Criminal Felony and Misdemeanor with Social Trace
(Includes all counties within 7 years, Based upon Social Trace)^(a)
- Social Security Number Validation
- National Sexual Offender Search^(f)
- National Criminal Database^(g)

Motor Vehicle Request - \$ 5.00 per state

Credit Check Request - \$7.00 per state

Other: _____

*****Information to be completed by requesting department*****							
FAU Information to be Billed:	Account	Cost Center	Fund	Project	Sub	Object	Source
						3455	

DISCLOSURE AND AUTHORIZATION FORM

University of California, Merced (the “Company”) may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by the Company, throughout your employment.

HireRight, Inc., or another consumer reporting agency, will obtain the reports for the Company. HireRight, Inc. is located at 5151 California, Irvine, CA 92617, and can be contacted at 800-400-2761. The 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: social security number verifications; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. The information contained in the reports will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as neighbors, friends and associates.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

ADDITIONAL STATE LAW NOTICES

CALIFORNIA: Under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. 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, upon submitting proper identification. 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.

CONSENT CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS

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 Company 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 Company 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 Company. I understand that if the Company 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 Company 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 Company.

Applicant Name

Last: _____ First: _____ Middle: _____

Other Names Used: _____ Social Security No.: _____

Date of Birth (for ID purposes only): _____

Home Phone (with area code): _____

Present Home Address: _____

City/State/Zip: _____

Drivers License No.: _____ Expiration Date: _____ State Issued: _____

Applicant Signature _____

Date _____

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.