

# Confidential Consent and Release for Background Reports

I hereby request and authorize DREXEL UNIVERSITY and/or STERLING BACKCHECK, to conduct a background investigation on myself. I provide this authorization of my own free will to allow Drexel University to evaluate my application for employment or volunteer assignment and/or to maintain reports on my qualifications as an employee or volunteer.

I understand and agree that the background investigation will consist of the following checked items, and only the items checked:

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|--|--|--|
| <input type="checkbox"/> Verification of Professional Licenses | <input type="checkbox"/> Verification of Educational History | <input type="checkbox"/> Credit Check (for specific finance-related positions)                                 |
| <input type="checkbox"/> Criminal History                      | <input type="checkbox"/> National Sex Offender Registry      | <input type="checkbox"/> Driving Record (for positions that involve driving a vehicle for University Business) |
| <input type="checkbox"/> Social Security Trace                 | <input type="checkbox"/> Employment Verification             |  |

I authorize DREXEL UNIVERSITY and/or STERLING BACKCHECK, to contact government agencies, past employers, educational institutions and listed references in the course of conducting an investigation into my background.

I authorize DREXEL UNIVERSITY and/or STERLING BACKCHECK, to release all data gathered during the background investigation to hiring officials at Drexel University for use in evaluating my application for employment or volunteer assignment.

I understand and acknowledge that the information DREXEL UNIVERSITY and/or STERLING BACKCHECK, gathers and provides to hiring officials at Drexel University may be unfavorable to my application for employment or volunteer assignment.

In order to verify my identity for purposes of the background check, I am voluntarily releasing my date of birth for my own benefit and fully understand that age is not a consideration of employment or volunteer assignment.

I acknowledge and declare that I have received "A Summary of Your Rights Under the Fair Credit Reporting Act," the federal law which controls how the information (as marked above) can be used and my privacy rights concerning it.

**In order to complete the verification, you will be asked to complete a secure online form; you will receive an email from Sterling Backcheck to initiate the verification process. You must access the online form within 2 business days of receiving this email. To ensure that your information verification proceeds efficiently, please complete all sections of the form that are applicable.**

I hereby consent to this investigation and authorize DREXEL UNIVERSITY to procure the reports as marked above (and only the reports marked), in order to evaluate my application for employment or volunteer assignment and/or maintain records on my status as an employee of Drexel University.

If you are identified as having a significant likelihood of regular contact with minors, you will need to complete additional background checks (PA Enhanced Background Clearances). You will receive a separate email regarding these background checks.

First Name

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Date of Birth (MM/DD/YY)

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Last Name

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Email Address

By providing this information, I acknowledge that Sterling Backcheck will contact me at the email address listed above to initiate the online background verification process.

Signature

Date

**California, Minnesota, & Oklahoma applicants only:** Please contact STERLING BACKCHECK at 1-877-424-2457 to have a copy of your consumer report sent directly to you at the email address listed above.

## To Be Completed By Human Resources

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Cost Center: \_\_\_\_\_

EE Category: \_\_\_\_\_

Start Date: \_\_\_\_\_

PEBC:  Yes  No

TAC: \_\_\_\_\_