



Southern Oregon University
Consent to Criminal History Check and Release from Liability

For Recruitment Vacancies

Return this form to Human Resource Services:

Churchill Hall, Room 159

1250 Siskiyou Blvd. Fax: 541-552-8508

Ashland, OR 97520 Email: hrs@sou.edu

For Volunteers (Including Camps) & Student Workers

Return this form to the Service Center:

Britt Hall, Room 306

1250 Siskiyou Blvd. Fax: 541-552-6138

Ashland, OR 97520 Email: service-center-hr-payroll@sou.edu

Form with fields: Position Title, Department, Index Code, LEGAL FIRST NAME, LEGAL MIDDLE NAME, LEGAL LAST NAME, CURRENT ADDRESS, CITY, STATE, ZIP CODE, DOB (MM/DD/YYYY), DRIVER'S LICENSE NUMBER AND STATE, SOCIAL SECURITY NUMBER, EMAIL, PHONE NUMBER

OTHER NAME(S) USED:

RESIDENCES FROM LAST 7 YEARS:
Table with 3 columns: CITY, STATE, ZIP

Have you ever been convicted of a crime as an adult? List all criminal convictions, even if they took place a long time ago. A conviction, whether an infraction, misdemeanor or felony, includes a plea bargain, a pending case, or a finding of guilty, regardless of whether a sentence was imposed by the court. Not all crimes are considered disqualifying. However, misrepresentation, misleading or false information, or failure to reveal required information requested may be deemed to be sufficient cause for refusal of employment or dismissal from employment. Please do not mistake or omit any material facts(s) as each statement made herein is subject to verification. Note: Do not report traffic citations (tickets) unless they result in a felony conviction; DUI's, both felony and misdemeanor MUST be reported. [ ] YES [ ] NO

If you answered "yes", please list the circumstances and date(s). A criminal conviction is not necessarily a bar to University employment; decisions are made on a case-by-case basis.

Blank lines for providing details of criminal convictions.

CERTIFICATION
I hereby certify that the information provided is accurate and authorize Southern Oregon University, or designated agency to obtain reference information concerning me and any possible criminal conviction I may have as outlined in the Disclosure Notice and Authorization for Background Investigation on page 2.

Print Name

Signature

Date

## **DISCLOSURE NOTICE FOR BACKGROUND INFORMATION**

Southern Oregon University (the "university") may request, for lawful employment purposes, background information about you from a third party or agency in connection with your application for employment or volunteer service or if you are contracted to provide services to the university. The university may obtain background information, such as criminal history information, credit reports (commonly known as "credit history checks"), or other such related reports. A credit history check will only be conducted in narrow circumstances pursuant to applicable law. Additionally, the university may obtain education history, work history and reference information regarding your employment and performance from current and former employers and personal and professional references in the course of conducting recruitment and selection processes.

The university or designated agency will prepare or assemble criminal reports, educational history, and other similar background reports for the university's use in conducting a background investigation. The types of information that may be obtained by the university in the course of verifying your background information may include, but are not limited to: address history; criminal records and history (which include sex offender records); public court records; driving records; accident history; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; and other information bearing on your character, general reputation and personal characteristics. This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews; and other information sources.

Information of a confidential and privileged nature is included in this authorization. A conviction of a crime against a person or property may negatively impact, but not preclude the ability to obtain or renew a position with Southern Oregon University. The information will be reviewed for the type of offense (if any) and its relevance to the position and a determination made if the information received in the background check disqualifies the candidate from that specific job.

Southern Oregon University is an affirmative action/equal opportunity employer. You may have rights under Title VII of the Civil Rights Act of 1964. If you wish to obtain further information, you must contact the Oregon Bureau of Labor and Industries.

## **AUTHORIZATION FOR BACKGROUND INVESTIGATION**

I have carefully read and understand this Authorization and Disclosure Notice Form. By my signature on the front of this document, I consent to the university obtaining background information for purposes related to employment, volunteer service, or contracting for services. My consent includes preparation of background reports and related information by the university, designated agency, or a law enforcement agency and to the release of such background reports and related information to the university and its designated representatives and agents, for the purpose of assisting the university in making a determination as to my eligibility for employment, promotion, retention, volunteer service or for other lawful purposes related to employment or contracting for services. I also authorize the university to obtain any reports or background information necessary to verify my identity and fitness for the position for which I am applying. I understand that refusal to consent to a background check or to release related background information may disqualify me from consideration. I understand that information contained in my employment, volunteer service application or service contract or otherwise disclosed by me before or during my employment or service, if any, may be used for the purpose of obtaining and evaluating background reports on me. I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information regarding me that is requested by the university, the university's contracted reporting agency, or law enforcement agency either orally or in writing.

I hereby release and discharge, to the extent permitted by law, Southern Oregon University, its employees, and any individual or agency obtaining information on the university's behalf, for any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and disclosure of information in connection with this background investigation. I understand that:

1. Personally identifiable information, such as date of birth, may be requested by the university or law enforcement agencies solely for the purpose of accurately verifying my identity. If there is a need to verify my identity, I understand that I may be asked by the university to submit additional information as requested by the university. Failure to provide additional information to verify my identity may cause me to be removed from further consideration.
2. Nothing herein may be construed by me as an offer of employment, appointment to a volunteer service position, or a contract for services by the university.
3. My employment with SOU is contingent upon a successful completion of a criminal history check and that a copy of my Authorization and Disclosure Notice Form will be maintained on file by the university in accordance with state rules and laws.
4. I may request in writing the nature of the information obtained.
5. I may request a written summary of my rights under the Fair Credit Reporting Act.
6. In compliance with the 5 U.S.C. 552(a), disclosure of my social security number is voluntary to be used to check criminal and/or motor vehicle history records and if I refuse to provide my social security number for these purposes, it may delay processing of my application.