Print Form Reset Form

UNIVERSITY OF CALIFORNIA, DAVIS HEALTH SYSTEM

Felony and Related Misdemeanor
BACKGROUND CHECK AUTHORIZATION/RELEASE

I am willing that a photocopy of this authorization be accepted with the same authority as the original. I have been given a stand alone, consumer notification that a report will be requested and used for the purpose of evaluating me for employment, promotion, or reassignment.
This is not a credit check.

PRINT NAME: _____
Last **First** **Middle**

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER: _____

MAIDEN NAME/ALIASES: _____

ADDRESS: _____
Street **City** **State** **County** **Zip Code**

TELEPHONE NUMBER (Daytime): _____

SINCE YOUR 18TH BIRTHDAY, HAVE YOU BEEN CONVICTED OF, OR ENTERED A PLEA OF *NOLO CONTENDERE* FOR:
A) A felony? B) A Misdemeanor which was originally a felony charge? C) A misdemeanor which resulted in incarceration, parole, probation, community service, or fees?

YES _____ **NO** _____

IF YES, GIVE DETAILS BELOW,

COUNTY: _____ **YEAR:** _____

CRIME CHARGED: _____

COURT: _____

DISPOSITION OF CASE:

HAVE YOU EVER BEEN CONVICTED OF A CRIME UNDER ANOTHER NAME? YES _____ **NO** _____

IF YES, STATE NAME: _____

STATE PRIVACY NOTICE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves:

The principal purpose for requesting the information on this form is to conduct background checks. University policy and federal statute authorize the maintenance of this information.

Furnishing all information requested on this form is requested . Failure to provide such information shall result in the University obtaining this public information without your authorization.

The University official responsible for maintaining the information contained on this form is the University of California, Davis, Health System, Human Resources or Academic Affairs.

I hereby certify that all statements on this application are true and correct. I understand that the University of California, Davis solicits this information so as to be informed of my previous record. If employed, I understand that any falsification of this record may be considered cause for termination. If an applicant, I understand that my employment with the University of California depends upon successful completion of a criminal background investigation.

SIGNATURE: _____ **DATE:** _____

NEW POSITION TITLE: _____ **DEPARTMENT NAME:** _____

DEPARTMENT CONTACT AND PHONE #: _____ **POSITION START DATE:** _____

Revised 01/10/2007

UNIVERSITY OF CALIFORNIA, DAVIS HEALTH SYSTEM

CONSUMER NOTIFICATION

This is to inform you that a consumer report or an investigative consumer report is being obtained from a Consumer Reporting Agency (ERS Hire) for the purpose of evaluating you for employment, promotion, reassignment or retention as an employee.

This report may contain information bearing on your public record sources. You may also have a right to request additional disclosures regarding the nature and scope of the investigation.

- **Background checks are authorized by Federal Statutes and University of California policy.**
- **In reviewing the results of a background check, public safety, financial security, and overall Health System compliance issues are considered.**
- **Each report of a felony and/or related misdemeanor conviction will be reviewed on a case-by-case basis.**
- **Background check results are maintained in a confidential area and are not included in the personnel file.**

UNIVERSITY OF CALIFORNIA, DAVIS HEALTH SYSTEM

SUMMARY OF CONSUMER RIGHTS

A Summary of Your Rights Under the Fair Credit Reporting Act

The Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as where you work and live, if you pay your bills on time, and whether you've been sued, arrested, or filed for bankruptcy -- to creditors, employers, and other businesses. The FCRA gives you specific rights in dealing with CRAs, and requires them to provide you with a summary of these rights as listed below. You can find the complete text of the FCRA, 15 U.S.C. 1681 et seq., at the Federal Trade Commission's web site (*http://www.ftc.gov*).

° **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must give you the name, address, and phone number of the CRA that provided the report.

° **You can find out what is in your file.** A CRA must give you all the information in your file, and a list of everyone who has requested it recently. However, you are not entitled to a "risk score" or a "credit score" that is based on information in your file. There is no charge for the report if your application was denied because of information supplied by the CRA, and if you request the report within 60 days of receiving the denial notice. You are also entitled to one free report a year if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you a fee of up to eight dollars.

° **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must reinvestigate the items (usually within 30 days) unless your dispute is frivolous. The CRA must pass along to its source all relevant information you provided. The CRA also must supply you with written results of the investigation and a copy of your report, if it has changed. If an item is altered or deleted because you dispute it, the CRA cannot place it back in your file unless the source of the information verifies its accuracy and completeness, and the CRA provides you a written notice that includes the name, address and phone number of the source.

° **Inaccurate information must be deleted.** A CRA must remove inaccurate information from its files, usually within 30 days after you dispute its accuracy. The largest credit bureaus must notify other national CRAs if items are altered or deleted. **However, the CRA is not required to remove data from your file that is accurate unless it is outdated or cannot be verified.**

° **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, they may not continue to report it if it is in fact an error.

° **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

° **Access to your file is limited.** A CRA may provide information about you only to those who have a need recognized by the FCRA -- usually to consider an application you have submitted to a creditor, insurer, employer, landlord, or other business.

° **Your consent is required for reports that are provided to employers or that contain medical information.** A CRA may not report to your employer, or prospective employer, about you without your written consent. A CRA may not divulge medical information about you without your permission.

° **You can stop a CRA from including you on lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free number for you to call and tell the CRA if you want your name and address excluded from future lists or offers. If you notify the CRA through the toll-free number, it must keep you off the lists for two years. If you request and complete the CRA form provided for this purpose, you can have your name and address removed indefinitely.

° **You may seek damages from violators.** You may sue a CRA or other party in state or federal court for violations of the FCRA. If you win, the defendant may have to pay damages and reimburse you for attorney fees. If you lose and the court specifically finds you sued in bad faith, you or your attorney may have to pay the defendant's fees.

You may have additional rights under state law. You may wish to contact a state or local consumer protection agency or a state attorney general to learn those rights.

If you have questions or believe your file contains errors, call our toll-free number: 1-800-456-1244

The FCRA gives several different federal agencies authority to enforce the FCRA.

THIS IS NOT A CREDIT CHECK

Revised 01/10/2007