

CRIMINAL BACKGROUND INVESTIGATION

Disclosure

Southwestern Community College requires a criminal background investigation as a condition of employment for all employees hired after July 1, 2001. This investigation is conducted by a third party Consumer Reporting Agency. The information contained in this report may be used by the college for the purpose of evaluating you for employment.

You may request additional disclosures about the nature and scope of the investigation as well as a written copy of your rights under the Fair Credit Reporting Act. If any adverse action is proposed based upon the information in the report, you will be notified and provided a copy of the report and an opportunity to dispute inaccurate or incomplete information. An applicant not hired based upon information contained in the consumer report will be notified of this action.

Authorization

I hereby authorize Southwestern Community College and its agents to obtain any criminal history information pertaining to me including outstanding warrants, charges and dispositions of any felony or misdemeanor charge which may be found in the files of any state or local criminal agency or court.

Print your FULL LEGAL NAME, as it appears on your social security card:

(First): _____ (Middle): _____

(Last): _____ (Maiden/Alias): _____

Address: _____

Social Security Number: _____

Drivers License Number and State of issuance: _____

For identification purposes only:

Date of Birth: Month _____ Day _____ Year _____ Race _____ Gender _____

Signature _____ Date _____

Please return this form to Southwestern Community College in the enclosed, self-addressed envelope or fax to 828-586-3129 and mail the original to the college