

**Disclosure, Authorization and Release
DISCLOSURE STATEMENT**

In processing your application for employment or at any time during your employment period, UNT Health Science Center (“UNTHSC”) may obtain or prepare consumer reports or investigative consumer reports (Collectively, “Report”) for employment purposes as authorized by the Fair Credit Reporting Act (“FCRA”). A Report may consist of prior employment records, verification of education, driving history, criminal records, military records or other records that include information about your character or general reputation. Should an investigative consumer report be requested, you will have the right to demand a complete and accurate disclosure of the nature and the scope of the investigation requested. A credit report will NOT be requested unless it is deemed pertinent to the function of the position. UNTHSC is required to obtain your written authorization prior to obtaining any Report.

If UNTHSC does not offer you employment, or takes any disciplinary action if you are employed, based upon information, in whole or in part, contained within a Report, a disclosure will be made to you of the name and address of the consumer reporting agency making such report. You will also receive a copy of the report and statement of your consumer rights. A summary of your rights under the FCRA is also being provided to you (see attached).

AUTHORIZATION AND RELEASE

I authorize UNTHSC to obtain a Report as part of the pre-employment background investigation or for employment purposes during my employment period. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for UNTHSC to obtain a Report at any time during my employment period. I hereby release the UNTHSC and all its officers and employees, from all liability resulting from the use of information obtained as part of this background check. I certify that the information provided by me on this form is true, complete and correct to the best of my knowledge. I understand that any false information provided herein will void my application for employment and may result in termination.

Acknowledgement and Authorization: Please sign below to acknowledge receipt of the foregoing Disclosure, the Summary of Rights and your Authorization:

Signature Employee: _____ **Date:** _____

Instructions: Please print legibly and provide all information. Return the form to the Human Resources Office, Bldg EAD, Room 280 or fax to 817-735-0127.

Last Name:		First Name:		Middle Name:	
*SSN:		Date of Birth: MM/DD/YYYY		Complete Current Address (Street, City, State & Zip Code):	
Maiden Name:			List Any Former Names Used:		Male <input type="checkbox"/> Female <input type="checkbox"/>

Your SSN will be used to obtain this information as part of a background check. Under Texas Public Information Act, your SSN will not be disclosed to the public.

List all locations where you have lived during the last 7 years, beginning with your present place of residence.

****Include the full address for any International locations****

From: MM/YYY	To: MM/YYYY	City	State	Zip Code	County

PLEASE KEEP FOR YOUR RECORDS

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promoted the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington, D.C., 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment-or to take adverse action against you-must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosures will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.

In addition, beginning September 2005, all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need-usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "pre-screened" offers of credit and insurance based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists there offers are based on. You may opt-out with the nationwide credit bureaus by calling 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRA's, creditors, and others not listed below	Federal Trade Commission Consumer Response Center-FCRA Washington, D.C., 20580, 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6, Washington, D.C., 20219, 1-800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board, Division of Consumer & Community Affairs Washington, D.C., 20551, 1-202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision, Consumer Complaints Washington, D.C., 20552, 1-800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street, Alexandria, VA, 22314, 1-703-519-4600
State chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation, Consumer Response Center 2345 Grand Avenue # 100, Kansas City, MO, 64108-2638, 1-277-275-3342
Air, surface, or rail common carriers regulated by former civil Aeronautics Boards or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, D.C., 20590, 1-202-366-1306
Activities subject to the Packer and Stockyards Act, 1921	Department of Agriculture, Office of Deputy Administrator-GIPSA Washington, D.C., 20250, 1-202-720-7051