



BACKGROUND CHECK COVER SHEET

Instructions: Please complete information below and submit as a cover sheet to UTC Human Resources (HR) for background checks that are not submitted with an Initial Hire/Rehire or Personnel Change Form.

Background checks must be sent to HR via FAX: (423) 425-4574, the secure UT Vault e-mail, or in person.

FROM: _____

DEPARTMENT: _____

CONTACT #: _____

DATE: _____

Please check all that apply:

<input type="checkbox"/>	Current Employee
<input type="checkbox"/>	Regular Faculty/Staff
<input type="checkbox"/>	Limited Duration Appointment
<input type="checkbox"/>	Adjunct Faculty
<input type="checkbox"/>	Exempted/Expedited Search
<input type="checkbox"/>	Temp/Term Employee
<input type="checkbox"/>	Housing
<input type="checkbox"/>	Student / Resident Assistant
<input type="checkbox"/>	Program with Minors
<input type="checkbox"/>	Driving Required

Background Checks submitted via the UT Vault email (vault.utk.edu) should be sent to the following:

Rachel Riehle, Employment Specialist (rachel-riehle@utc.edu)

Programs with Minors

Housing

Sara Harper, Employment Specialist (sara-j-harper@utc.edu)

Temp/Term Employees

Staci Lee, Recruitment & Employment Specialist (staci-lee@utc.edu)

Regular and Adjunct Faculty positions

Exempted/Expedited Searches

NOTE: Background checks for **Limited Duration Appointments (LDAs)** should be sent to the Recruitment/Employment Specialist assigned to your Division.

**FAIR CREDIT REPORTING ACT
DISCLOSURE AND AUTHORIZATION TO RELEASE INFORMATION**

DISCLOSURE

In connection with your application for employment at the University of Tennessee, the University may verify information within the application or other materials relating to your application for employment. As part of that verification process, the University will request, from a background check vendor, an investigative consumer report (“Background Check Report”) on you as defined in the Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681 *et seq.* Additional information is available at the Federal Trade Commission’s web site (<http://www.ftc.gov>). For more information, including information about additional rights, go to www.consumerfinance.gov or write to Consumer Financial Protection Bureau, PO Box 4503, Iowa City, IA 52244.

For University purposes, a Background Check Report will consist of a criminal background check, employment verification, education verification, reference check, public records check, driving records check, and professional license check. It may in certain instances include a credit check.

In the event that information from the report is utilized in whole or in part in making an adverse decision, before making the adverse decision, the University will provide to you a copy of the Background Check Report and a description in writing of your rights under the FCRA.

AUTHORIZATION

By my signature below, I expressly authorize and instruct the background check vendor to perform and release to the University a Background Check Report on me, and further authorize all entities having information necessary to complete a consumer report and/or investigative consumer report on me to release such information to the background check vendor, including: present and former employers; personal references; criminal justice agencies; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; departments of motor vehicles and motor vehicle records agencies; schools and learning institutions; licensing agencies; and credit bureaus and credit reporting agencies.

By signing below, I acknowledge the information that can be disclosed to the consumer reporting agency, if and only as allowed by law, includes information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, and professional credentials and licenses.

By signing below, I acknowledge and agree that this Disclosure and Authorization shall remain valid and in effect during the term of my contract and/or employment, subject to applicable laws, and authorize the University to obtain a Background Check Report on me during the hiring

process as well as at any time during the term of my employment and/or contract, where permitted by law.

Signature of Applicant: _____ Date: _____

Print Full Name: _____

Social Security #: _____ - _____ - _____ Date of Birth: ____/____/____

Other Names Used (alias, maiden, nickname) _____

Driver's License Number _____ State Issued _____

Current Residence Address: _____
(Number & Street) City State Zip

List all Residence Addresses in Past Seven Years (attach additional sheets if necessary)

(Date from – to) (Number & Street) City State Zip

(Date from – to) (Number & Street) City State Zip

(Date from – to) (Number & Street) City State Zip

(Date from – to) (Number & Street) City State Zip

(Date from – to) (Number & Street) City State Zip

**PLEASE SUPPLY THE FOLLOWING SCHOOL INFORMATION
(HIGHEST DEGREE EARNED): N/A**

SCHOOL: _____ CITY/STATE: _____

DEGREE: _____ DEGREE STATUS: _____

DATES ATTENDED: _____
(Start Month / Year) (End Month / Year)

ADDITIONAL STATE LAW NOTICES

For Maine Applicants Only

Upon request, you will be informed whether or not an investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from us, within 5 business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports.

For Massachusetts Applicants Only

You have the right, upon request, to know whether the company ordered an investigative consumer report about you. You also have the right to ask a consumer reporting agency for a copy of any such report.

For Minnesota Applicants & Residents

You have the right in most circumstances to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the company ordered about you. The consumer reporting agency must provide you with this disclosure within five (5) business days after its receipt of your request or the report was requested by the company, whichever date is later. If an investigative consumer report is obtained, such a report may include information obtained through personal interviews regarding your character, general reputation, personal characteristics, or mode of living.

For New Jersey Applicants & Residents

You have the right to submit a request to the consumer reporting agency for a copy of any investigative consumer report the company ordered about you.

For New York Applicants & Residents

You have the right, upon written request, to be informed of whether or not a consumer report and/or investigative consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

For Washington Applicants & Residents

If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You are entitled to this disclosure within five business days after the date your request is received or we ordered the report, whichever is later. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

For Minnesota, Oklahoma and California Applicants Only

In connection with your application for employment, your investigative consumer report may be obtained and reviewed. Under California, Minnesota and Oklahoma law, you have a right to a free copy of your investigative consumer report by checking the appropriate box below.

YES, I am a California resident and would like a free copy of my consumer report.

YES, I am a Minnesota resident and would like a free copy of my consumer report.

YES, I am an Oklahoma resident and would like a free copy of my consumer report.