

# BARTON COMMUNITY COLLEGE

## BACKGROUND AUTHORIZATION FORM

*Please Read Carefully Before Signing*

I understand that **Barton Community College** will use **Sterling InfoSystems Inc., 249 West 17th Street, New York, NY 10011, (877) 424-2457** to obtain a consumer report and/or investigative consumer report ("Report") as part of the hiring process. I also understand that if hired, to the extent permitted by law, Barton Community College may obtain further Reports from STERLING so as to update, renew or extend my employment.

I understand **Sterling InfoSystems Inc.'s** ("STERLING") investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. If an investigative consumer report is being requested, I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted. I also give permission to release my drug and alcohol information and accident history as per section 49 CFR Parts 40.25,382 and 391 of FMCSA.

The nature and scope of the investigation sought is indicated by the following services: Criminal Background Check, Motor Vehicle Report, and Sex Offender Search.

**Name as it appears on Driver's License:**

First Name  Middle Name  Last Name

Other Names Known By

Primary Telephone Number  Date of Birth

Social Security #    Driver's License #  State of Issue

**Current Home Address:**

Street  City  State  Zip Code  # of Years

**Previous Address:**

Street  City  State  Zip Code  # of Years

**Current Email Address:**

**Barton Relation:**  Applicant  Employee  Student  Other

**Department, team, club, etc. you will be driving for**

I authorize Barton Community College and/or their agents to investigate my background as it pertains to employment. This may include information contained in public records, which could include credit history, criminal files at the county, state and federal jurisdiction levels, motor vehicle records and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A photo static copy of this document can be substituted for the original. This document shall be valid for a period of 1 (one) year from the date of my signature.

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights"). This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if Barton Community College makes a conditional decision to disqualify me based all or in part on my Report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify Barton Community College within five business days of my receipt of the Report that I am challenging the accuracy of such information with STERLING.

I hereby consent to this investigation and authorize BARTON COMMUNITY COLLEGE to procure a Report on my background. In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

**"Under the Uniform Electronic Transactions Act (K.S.A. 16-1601 et seq.), a document sent electronically may be considered an electronic record. If you wish to submit your Background Check Form electronically, check this box and then sign and date below. In so doing, you are hereby certifying that this electronic submission shall be given the same legal effect as a handwritten signature."**

Date  /s/

Signature of Applicant