



**COLORADO SCHOOL OF MINES**  
**BACKGROUND INVESTIGATION DISCLOSURE AND AUTHORIZATION**

In connection with my application for employment or continued employment with Colorado School of Mines ("School"), I understand that the School may request Consumer Reports and/or Investigative Consumer Reports ("Reports") from a consumer reporting agency. The School will use any such Reports solely for employment-related purposes. A copy of the employee's Report(s) obtained through this investigation process will be provided to the employee upon request.

Reports will be obtained from HireRight, Inc., ("HireRight") located at 2100 Main Street, Suite 400, Irvine, CA 92614 (or from other such agent as the School determines). HireRight can be contacted at 800-400-2761. Examples of the types of information contained in these Reports are: social security number verification, criminal records checks, public court records checks, public agency records educational records, credit reports, verification of employment positions held, personal and professional references, licensing, and certifications. Such information may be obtained by HireRight from private or public record sources, employers, educational institutions, organizations, and individuals.

I acknowledge that the School has provided me a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681(g)(c). I understand that I have the right to request additional information about the nature and scope of the background investigation and resulting Reports by submitting a written request to the School at: Colorado School of Mines, Human Resources Office, 1500 Illinois Street, Golden, CO 80401. If I am a resident of California, Maine, or New York, I acknowledge that I have read the applicable state law disclosure information at the end of this form.

By my signature below, I expressly authorize the School and HireRight to perform a background investigation on me and release to the School the resulting Reports in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to the School by me may be utilized for the purpose of obtaining the Reports requested by the School. I understand and agree that if the School offers me employment, it may request a consumer report and/or an investigative consumer report about me for employment-related purposes during the course of my employment. I understand that my authorization for and consent to this background investigation will be valid for one hundred eighty (180) days after the date of my signature below.

To facilitate the School's background investigation, I hereby authorize, request, and require any persons, government agencies, educational institutions, corporations, or any other public or private entity contacted by the School, HireRight, or their agents to disclose and release to HireRight and the School any information and records they have regarding my employment history, educational records, credit history and standing, motor vehicle history and standing, and criminal history. I understand and agree that a facsimile (FAX) or photographic copy of this authorization will be as valid as the original.

I understand that any offer of employment I may receive is contingent upon the successful completion of the School's background investigation. I further understand that any false or incomplete information provided on this form, in my employment application or supporting materials may be cause for rejection of my application or termination of employment.

I understand that to facilitate the proper identification of my file or records, my disclosure of the personal information requested below is necessary.

**California, Maine and New York Residents Only - Additional State Law Notices:**

**California:** Under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

**Maine:** You have the right upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the University, within five 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 consumer reporting agencies copies of any such investigative consumer reports.

**New York:** You have the right, upon written request, to be informed of whether or not a 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.

Please **print** legibly and complete all applicable requests for information. Incomplete or unreadable forms will delay the background process.

Department extending offer: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_  
 Department Contact (Name and Extension): \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Maiden/Previous Name(s) or Alias(es): \_\_\_\_\_  
 Social Security Number<sup>1</sup>: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_  
 Present Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 If outside the United States - Country/Province/Postal Code: \_\_\_\_\_  
 Phone Number \_\_\_\_\_ International Phone (if applicable): \_\_\_\_\_  
 Drivers License Number (including state of Issue) \_\_\_\_\_  
<sup>1</sup>For International Applicants who do not have a social security number, please provide your National ID number.  
 ID Number: \_\_\_\_\_ Country of Issue: \_\_\_\_\_  
 Some countries require additional information and Mines or HireRight may contact you for additional inquiries. Please provide an e-mail address in the event more information is requested: \_\_\_\_\_

If less than one year at current address, prior two residential addresses (or country):

1) \_\_\_\_\_ to \_\_\_\_\_  
 Address City/State/Zip Dates of Residence  
 \_\_\_\_\_  
 Country/Province/Postal Code if other than U.S.

2) \_\_\_\_\_ to \_\_\_\_\_  
 Address City/State/Zip Dates of Residence  
 \_\_\_\_\_  
 Country/Province/Postal Code if other than U.S.

Have you been convicted of, entered a plea of "guilty" or "no contest," or received a deferred prosecution or judgment for any felony or misdemeanor? **YES**  **NO**

**Note: it is not necessary to list misdemeanor traffic (infractions) citations; however, all alcohol and drug related offenses must be listed (including traffic related offenses involving alcohol or drugs).**

If "YES," please provide details, including the date, court in which the conviction was entered, type of misdemeanor or felony, etc. Use an additional sheet of paper if necessary:

\_\_\_\_\_  
 \_\_\_\_\_

Check this box if you would like a copy of the background e-mailed to you.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Federal Law prohibits discrimination against persons age 40 and over. Date of birth is used for verification purposes only and is not released to the hiring official or search committee prior to an individual's acceptance of employment.