

1.

I understand that an investigative report may be generated on me that may include, but not limited to, information as to my character, work

habits, performance and experience, along with reasons for termination of past employment, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers’ License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration and Naturalization Service). I fully understand that RIT and/or its agent may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for RIT to do so.

According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing the report. Summary of rights can also be found on the Human Resources website at:

I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies.

I acknowledge receipt of Article 23-A of the New York Correction Law.

2.

3.

4.

**I hereby authorize, without reservation, any one contacted by RIT and/or their agent, to furnish the information described in**

**Section 1.**

**\_**

**Signature (original only Electronic Signature is not acceptable) Date**

**Last Name:**

**First Name:**

**MI:**

**Current Home Address:**

**City: State: Zip:**

**Email:**

**Phone:**

**Previous Home Address:**

**City:**

**State:**

**Zip:**

**Driver’s License Number:**

**State:**

**Name on License:**

**Other names you have used:**

**\*Social Security Number:**

**\*\*Date of Birth:**

**Current or Prior RIT Student:** ☐ Yes (Years: ) ☐ No

\*Your SS# will only be used to confirm your identity for purposes of completing an accurate background investigation.

\*\*The Age Discrimination Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

**Type of Check(s)**

* **Pre-Employment** Criminal Background Check, Sex Offender Registry, Student Conduct for current or previous RIT Students (for all new hire adjunct faculty)
* **Motor Vehicle Record** (student workers, staff and faculty employees) **only required when driving is an essential function of the job.**

**Job duties that require driving**:

**Position Type (check one)**

**Adjunct**

**Director of Camp/Programs with Minors**

**Dept. Name:**

**Title:**

**Supervisor Name:**

**Ext:**

**Other Dept. Contact Name:**

**Ext:**

**Adjunct or Director of Camp/Program with Minors Background Screening Authorization**

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