

DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CRIMINAL HISTORY BACKGROUND CHECK FOR EMPLOYMENT PURPOSES

Spring Arbor University (the "University") may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the University, throughout your employment or your contract period. The information obtained from the background reports will only be used by the University for employment purposes as provided under the Fair Credit Reporting Act, which means that the information obtained from the background reports will be used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention of the employee.

Intellicorp, Inc., or another consumer reporting agency, will prepare or assemble the background reports for the University. IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: www.intellicorp.net.

The background reports will include information from the following background checks:

- Examination of County Criminal Records
- Examination of State Criminal Records
- Examination of Federal Criminal Records
- Examination of Sex Offender Registries
- Social Security Verification with Address History
- Government Sanctions (Terrorist Search)

Under the FCRA, before Spring Arbor University can obtain a consumer report (criminal background report) or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION FORM

I have read and understand the foregoing Disclosure, and authorize Spring Arbor University to obtain and rely upon consumer reports (criminal background report) or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize Spring Arbor University to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of Spring Arbor University.

Printed Name	Employee Signature	Date
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Personal Data

Last Name	First Name	Middle Name
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Current Address (include street, city, state, zip code)	Dates Lived Here
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Addresses for the Past Seven Years: (include street, city, state, zip code)	Dates of Residence:
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Other Names Used (including maiden name)	Date of Birth	Social Security Number
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Email address (may be used for official correspondence)

I have the right to make a request to IntelliCorp Records, Inc, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc. has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Employee Signature	Date
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