



Background Screening Information

Please complete and submit to Human Resources as soon as possible.

Be sure to send a copy of your driver's license.

Submit to:

hrijobs@shorter.edu

or

FAX 706.236-1513

Or bring directly to the office located in the Sheffield-Thompson Building, Room 104.

EMPLOYMENT NOTIFICATION AND ACKNOWLEDGMENT

The purpose of this release is to allow the Shorter University (referred to as "Company"), Professional Screening & Information, Inc. (PSI), or their assigns, to obtain pre-employment information as part of my application for employment, which may include any lawful investigation not limited to my educational, criminal, driving, credit, and employment histories, while maintaining compliance with all governmental laws. I also consent to the company obtaining such information if I am employed by the company for any employment purpose.

I also agree that this Notification and Acknowledgement 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 the Company.

A copy of PSI's Privacy Policy can be found at <http://www.psibackgroundcheck.com/privacy-policy.shtml>.

CA, MN and OK residents only: Check here if you would like to receive a copy of your report

I certify that the information contained below is complete and true. I have read this Notification and Acknowledgment, understand its terms, realize its significance, consent to a background investigation as part of the application process and if employed, during my employment as well, and sign this form voluntarily.

Applicant Signature: _____ **Date:** _____

THE INFORMATION BELOW BEING REQUESTED IS FOR BACKGROUND INVESTIGATION PURPOSES ONLY AND WILL NOT BE USED FOR ANY OTHER PURPOSE.

PLEASE PRINT

Full Legal Name (As shown on SSN/ID Card):

First Name: _____ Middle Name: _____ Last Name: _____

Maiden Name (First, Middle, Last): _____ Dates Used (from-to): _____

Social Security Number: _____ - _____ - _____ Date of Birth (Month-Day-Year): _____ - _____ - _____

Driver's License #: _____ State: _____ Cell # :(_____) _____ Home # :(_____) _____

E-mail Address: _____

*(Optional): Race: _____ Sex: Male Female Position Applied For: _____

Current address

Month/Year

• Street: _____ From: _____

City, State (County), Zip Code: _____ To: _____

Chronologically list all places of residence for the past seven years

Month/Year

• Street: _____ From: _____

City, State (County), Zip Code: _____ To: _____

• Street: _____ From: _____

City, State (County), Zip Code: _____ To: _____

• Street: _____ From: _____

City, State (County), Zip Code: _____ To: _____

TO BE COMPLETED BY ADMINISTRATOR REQUESTING SCREENING

Client: Shorter University **Background Level:** Level 1 (F-T) Level 2 (F-T+handles money) Adjunct/P-T Volunteer

• **Location:** CAPP Atlanta Area CAPP Rome Rome Traditional CAPP EDU Nursing Online

***For all Motor Vehicle Reports, please fax a copy of the applicant's driver's license.

Administrator Signature: _____ **Date:** _____

Please fax or email completed form with copy of driver's license to 706.236.1513 or hrjobs@shorter.edu

Company Name: _____

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employer (the "Company") may obtain a consumer report about you from a consumer reporting agency for employment purposes (including contract or volunteer services) and if you are hired, or if you already work for the Company, may obtain additional consumer reports on you for employment purposes.

The Company may order an "investigative consumer report." Such reports typically include information from personal interviews, most commonly from an applicant's prior employers and references.

The report may include information about your character, general reputation, personal characteristics, and/or mode of living. Information may be obtained from private and public record sources. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ('driving records'), credit reports, verification of your education or employment history (including income), or other background checks.

You have the right to request more information about the nature and scope of a consumer report, if any, by contacting Professional Screening & Information, Inc., P.O. Box 644, Rome, Georgia 30162 by calling them collect at 1-877-235-7574, or contacting them via the internet at www.psibackgroundcheck.com.

CONSUMER REPORT AUTHORIZATION

The company with whom You have applied (the "Company") intends to procure one or more consumer reports, or investigative consumer reports, about You in connection with your application for employment and requires your consent in order to do so.

By signing below, you acknowledge and affirm as follows:

I hereby authorize the Company to procure one or more consumer reports, and/or investigative consumer reports, which may include criminal background history, about me to be used for employment purposes at any time after receipt of this authorization and, if I am hired, throughout my employment as allowed by law.

To that end, I hereby authorize, as allowed by law, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by Professional Screening & Information, Inc., another outside organization acting on behalf of Company and/or Company itself.

I agree that this Consumer Report Authorization in its original, faxed, photocopied, or electronic form will be valid for any consumer reports or investigative consumer reports that may be requested about me on behalf of the Company.

I understand that my driving record may be used to verify my identity and/or my ability to drive legally and safely. If driving a company vehicle (or my own vehicle) is a requirement of the position I am being considered for, then having and maintaining a satisfactory driving record and being able to legally and safely drive as required by my employer is a condition of my employment. If applicable, I agree to allow the Company to check my driving record, which may contain information about my physical, mental, or behavioral health maintained by a state government agency that has restricted by ability to drive legally, prior to hire and periodically thereafter.

I acknowledge receipt of the following documents: "Disclosure Regarding Background Investigation", "State Disclosures", and "A Summary of Your Rights Under the Fair Credit Reporting Act".

I understand I have the following rights in connection with this Authorization: You have the right, upon written request made within a reasonable time after receipt of this notice to ask the Company to disclose the nature and scope of any consumer report. You may also request a copy of that report from the Company. You may also request a copy from Professional Screening & Information, Inc., P.O. Box 644, Rome, Georgia 30162 by calling them collect at 1-877-235-7574, or contacting them via the internet at www.psibackgroundcheck.com. If anyone other than Professional Screening & information, Inc. provides an investigative consumer report about you, the Company will provide you with their relevant contact information within five days of your request.

BY SIGNING BELOW, I AFFIRM THAT EACH OF THE ABOVE IS TRUE AND CORRECT:

NAME **DATE**

Pre-Employment Drug Test

I agree that Shorter University may initiate testing for the presence of illegal drugs as a condition of my employment.

I understand that with a confirmed positive test result I will be denied employment. I agree to submit voluntarily to a specimen test at a laboratory chosen by Shorter, and by signing a consent agreement will release Shorter from liability.

I understand that if the physician, Medical Review Officer (MRO), Shorter official, or lab personnel has reasonable suspicion to believe that the I have tampered with the specimen, I will not be considered for employment.

I understand that Shorter will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their job properly, that Shorter will not tolerate.

I understand that individuals who have failed a pre-employment test may initiate another inquiry with Shorter after a period of not shorter than six (6) months; but they must present themselves drug-free as demonstrated by urinalysis or other specimen test selected by Shorter.

APPLICANT:

Print Name: _____

Signature: _____ Date: _____

FOR OFFICE USE:

Floyd Urgent Care: _____ Results: _____

Any Lab: _____ Results: _____