

Bethel University
3900 Bethel Drive
St. Paul, MN 55112-6999
(651) 638-6400

Which Status of Employment will you have?		
<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	
<input type="checkbox"/> Student Employee		
Name of Department or Supervisor: BUILD		

AUTHORIZATION FOR BACKGROUND CHECK

Last Name First Name Middle Name

Current Address (Street Address, City, State, Zip)

Addresses for the past five years:

Date of Birth Other Names Used Years Used

Social Security # Driver's License # State

By signing this Authorization for Background Check, I hereby authorize Bethel University, its authorized agents and vendors to investigate my background and qualifications for purposes of evaluating my suitability for the position for which I have applied at the University. I understand that Bethel University may utilize outside agents or vendors to assist it in checking such information, and I specifically authorize such investigation by them.

I further authorize any individual, college, university, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Bethel University and/or its authorized agents or vendors and hereby release them from any liability for honoring this authorization.

I further understand that the investigation conducted by Bethel University or its authorized agents or vendors may cause a consumer report or an investigative report to be prepared concerning my background from a consumer reporting agency. I understand that the scope of any such report or other investigation may include, but is not limited to: verification of social security number; current and previous residences; employment history; educational credentials, including professional licensure; criminal history records from any criminal justice agency; motor vehicle records; birth and other public records; and other similar information. It is the policy of Bethel University to utilize all background check information only for employment purposes. If information is obtained from a consumer reporting agency, and an adverse determination is made regarding a candidate's application for employment based on the consumer report, the Fair Credit Reporting Act may apply and the University will furnish the candidate with a copy of the consumer report and a summary of rights under the Act.

I hereby release and hold harmless Bethel University and its authorized agents and vendors, its officers, directors, employees and trustees from any and all liability with respect to consumer reports, investigative consumer reports, investigations, verifications and/or the use of any of the foregoing or other relevant information in connection with the evaluation of my application for employment.

I acknowledge that I have read this authorization and release, fully understand it, and voluntarily agree to its provisions. I agree that a photocopy, fax or electronic transmission of this authorization shall be valid as the original.

Yes, I would like a copy of the consumer report.
 No, I do not need a copy of the consumer report.
Dated: _____ Candidate's Signature: _____