

NOTIFICATION AND AUTHORIZATION FORM FOR EMPLOYMENT
INVESTIGATIVE/CONSUMER/CREDIT REPORT

I AUTHORIZE Kenyon College to obtain an investigative/consumer/credit consumer report on me through the credit or consumer reporting agency of its choice in connection with my employment (including a contract for services). I further authorize Kenyon College to check my consumer/credit record as needed, on a continuing basis as it relates to my employment. Kenyon College will evaluate the findings of the report(s) in terms of the business necessities of the position and/or their relatedness to the duties of the position.

I hereby authorize without reservation, any party or agency contacted by this employer to furnish the above-mentioned information.

If an adverse employment decision is made due, in whole or in part, to the information on the investigative/consumer/credit consumer report, Kenyon College will give me a copy of the investigative/consumer/credit consumer report, a summary of my rights under the Fair Credit Reporting Act, and the source of the investigative/consumer/credit report so that I may contact them, if I wish.

(Please PRINT the following information.)

Include your FULL name(s)

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

Other/Former Names: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Years in Residence: _____ Social Security No.: _____

Previous Address: _____

City: _____ State: _____ ZIP: _____

Driver's License State: _____ License Number: _____

Professional License State: _____ Type: _____ Number: _____

*BIRTHDATE ____ - ____ - ____

Signature

Date

*If you prefer not to release your birth date to Kenyon College directly, you may contact First Advantage Screen Direct at 1-800-321-4473, option 8. Please provide your full name, social security number and birth date, and mention Kenyon College.

KENYON COLLEGE
FAIR CREDIT REPORTING ACT DISCLOSURE

The following contains information required by law to be disclosed when obtaining investigative/consumer/credit consumer reports. These reports may include local and/or national criminal and misdemeanor background checks; credit checks; driving record and social security number tracking reports among others.

The Fair Credit Reporting Act, 15 U.S.C. § 1681, permits an employer to obtain a consumer report, from a consumer reporting agency, regarding its employment applicants or current employees to assist it in making employment-related decisions. The consumer report may include such information which bears on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, or criminal record. However, an employer must secure the prospective or current employee's authorization in writing before it may request a consumer report about them.

If the consumer reporting agency seeks information regarding character, general reputation, personal characteristics and mode of living obtained by personal interviews with neighbors, friends, or associates, i.e. investigative consumer report, then the applicant or employee upon whom the information is sought may request a complete disclosure by the employer of the nature and scope of the investigation. This disclosure must be made in writing to the applicant or employee no later than five (5) days after the receipt of the disclosure request or from the date the employer requested the report (whichever is later).

If, after obtaining the written authorization and consumer/investigative consumer report, the employer decides to take adverse action against the prospective or current employee based, in whole or in part, on the consumer report, the employer must do two (2) things. First, the employer must give the employee a copy of the consumer/investigative consumer report. Secondly, the employer must give the employee a summary of their rights under the Act.

Kenyon College obtains consumer/investigative consumer reports for employment purposes. Kenyon College will evaluate the findings of the report(s) in terms of the business necessities of the position and/or their relatedness to the duties of the position.

Applicant's/Employee's Signature _____ Date _____

Printed Name _____

(Copy to applicant/employee; original attached to application or to employee file)