

ALVIN COMMUNITY COLLEGE

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK
(IN COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT – FCRA)

To provide a safer, more secure workplace, criminal history background checks are now an integral part of the employment procedure. In an effort to avoid negligent hiring incidents, background checks are conducted on all candidates recommended for regular, full time positions. Alvin Community College uses First Advantage Background Services, which provides background screening services on a local and national level for this element of the employment procedure.

PLEASE PRINT / TYPE

DATE: _____ **DEPARTMENT:** _____

NAME: _____ (Last) _____ (First) _____ (M.I.)

(Maiden Name) (Other Last Name) (Other Last Name)

ADDRESS: _____
(Street)

(City)* (County)* (State)* (Zip)

DATE OF BIRTH: _____ (MM/DD/YYYY)** _____ (Social Security Number)**

M F W B H API

* As shown on the original application
** To be used only for Criminal History Searches; not a part of the Personnel File

I am an applicant for employment and/or current employee with ALVIN COMMUNITY COLLEGE, and have been advised that as a part of the application / employment process, the Employer conducts a criminal history background check. By submission of this form, I consent to the Employer, use of any information provided in the application process in performing the criminal history check. The Employer has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the Employer. Under the Fair Credit Reporting Act (FCRA), I have been advised that upon request, I will be provided the name, address and telephone number of the reporting agency, as well as the nature, substance and source of all information.

Signature is not required; completion of the form will serve as authorization for the background check.