

UNIVERSAL BACKGROUND SCREENING
UNIVERSITY OF CALIFORNIA, DAVIS AND UNIVERSITY OF CALIFORNIA, DAVIS HEALTH

BACKGROUND CHECK AUTHORIZATION TO RELEASE INFORMATION FORM

I hereby authorize the release of my information to Universal Background Screening for the purpose of employment, volunteer position, internship or externship. Thus I may be subject of a "consumer report" and/or "investigative consumer report." These reports may contain information regarding criminal history, social security verification, motor vehicles ("driving records"), verification of education or employment history, or other background checks. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I have been given a standalone, consumer notification that a report will be requested and used for the purpose of evaluating me for employment, promotion, reassignment, reclassification, transfer, retention as an employee, volunteering, externship or internship. *This is not a credit check.*

PRINT NAME: _____
Last First Middle

OTHER NAMES YOU HAVE USED: _____

CURRENT ADDRESS: _____
Street Number & Name City State Zip

HOME PHONE #: _____ **EMAIL ADDRESS:** _____

DATE OF BIRTH: _____ **SOCIAL SECURITY #:** _____

DRIVER'S LICENSE INFORMATION: _____
License number Expiration Date State of Issue

SINCE YOUR 18TH BIRTHDAY, HAVE YOU BEEN CONVICTED OF A FELONY, FELONY-REDUCED-TO MISDEMEANOR OR MISDEMEANOR BY ANY COURT? DO YOU HAVE ANY PENDING CRIMINAL CHARGES? MISDEMEANOR AND/OR FELONY CONVICTIONS AND PENDING MISDEMEANOR AND/OR FELONY CRIMINAL CHARGES RELATED TO THE FUNCTIONS OF THE POSITION WILL BE CONSIDERED FOR EMPLOYMENT, VOLUNTEER, INTERNSHIP OR EXTERNSHIP-RELATED DECISIONS.

YES NO

If yes, please indicate date, location and explanation (continue on reverse side if necessary):

YOU DO NOT NEED TO DISCLOSE THE FOLLOWING:

- A MISDEMEANOR WHILE UNDER AGE 18 IF THE RECORD WAS SEALED UNDER PENAL CODE 1203.45,
- CONVICTIONS THAT HAVE BEEN JUDICIALLY DISMISSED OR SEALED AS DESCRIBED UNDER LABOR CODE SECTION 432.7(A)(1),
- MINOR TRAFFIC VIOLATIONS FOR WHICH THE FINE IMPOSED WAS \$400.00 OR LESS,
- ANY OFFENSE THAT WAS FINALLY SETTLED IN JUVENILE COURT OR REFERRED TO THE YOUTH AUTHORITY, OR ANY CONVICTION SPECIFIED IN HEALTH AND SAFETY CODE SECTION 11361.5 WHICH PERTAINS TO CERTAIN MARIJUANA OFFENSES.

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PRIVACY NOTICE

The state of California, Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is to conduct background checks on individuals selected for critical positions. University policy and federal statute authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory. Failure to provide such information shall result in a determination that the applicant is ineligible for employment, volunteering, a position as an intern or extern, or not appropriate for reassignment or reclassification.

The University of California, Davis officials responsible for maintaining the information contained on this form are Human Resources, Academic Affairs, Student Employment, and UCDH Volunteer Services.

I hereby certify that all statements on this application are true and correct to the best of my knowledge and belief. I understand that the University of California, Davis solicits this information so as to be informed of my criminal record and character. I understand that my employment, volunteer position, internship or externship with the University of California depends upon successful completion of a criminal background check. If employed, chosen as a volunteer, or chosen as an intern or extern, I understand that any falsification, misrepresentation or omission of facts of this record may be considered grounds for disqualification, release or dismissal.

APPLICANT/EMPLOYEE SIGNATURE: _____

DATE: _____

For Internal Use Only

New Position Title: _____ **Department Name** _____

Department Phone #: _____ **Position Start Date:** _____

Consumer Notification

This is to inform you that a consumer report or an investigative consumer report is being obtained from a Consumer Reporting Agency (Universal Background Screening) for the purpose of evaluating you for employment, promotion, reclassification as an employee, a volunteer position, internship or an externship.

This report may contain information bearing on your public record sources. You may also have a right to request additional disclosures regarding the nature and scope of the investigation. Please see a Summary of Your Rights Under the Fair Credit Reporting Act at <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.

- Background checks are authorized by Federal Statutes and University of California policy.
- In reviewing the results of the background check, public safety, financial security, and overall University of California, Davis compliance issued are considered.
- Each report of a felony and/or related misdemeanor conviction and/or pending felony or misdemeanor charges will be reviewed on a case-by-case basis.
- Background check results are maintained in a confidential area and are not included in the personnel file.