

Universal Background Screening – Candidate Experience

This document provides an overview of the candidate experience during the Universal Background Screening criminal background check process.

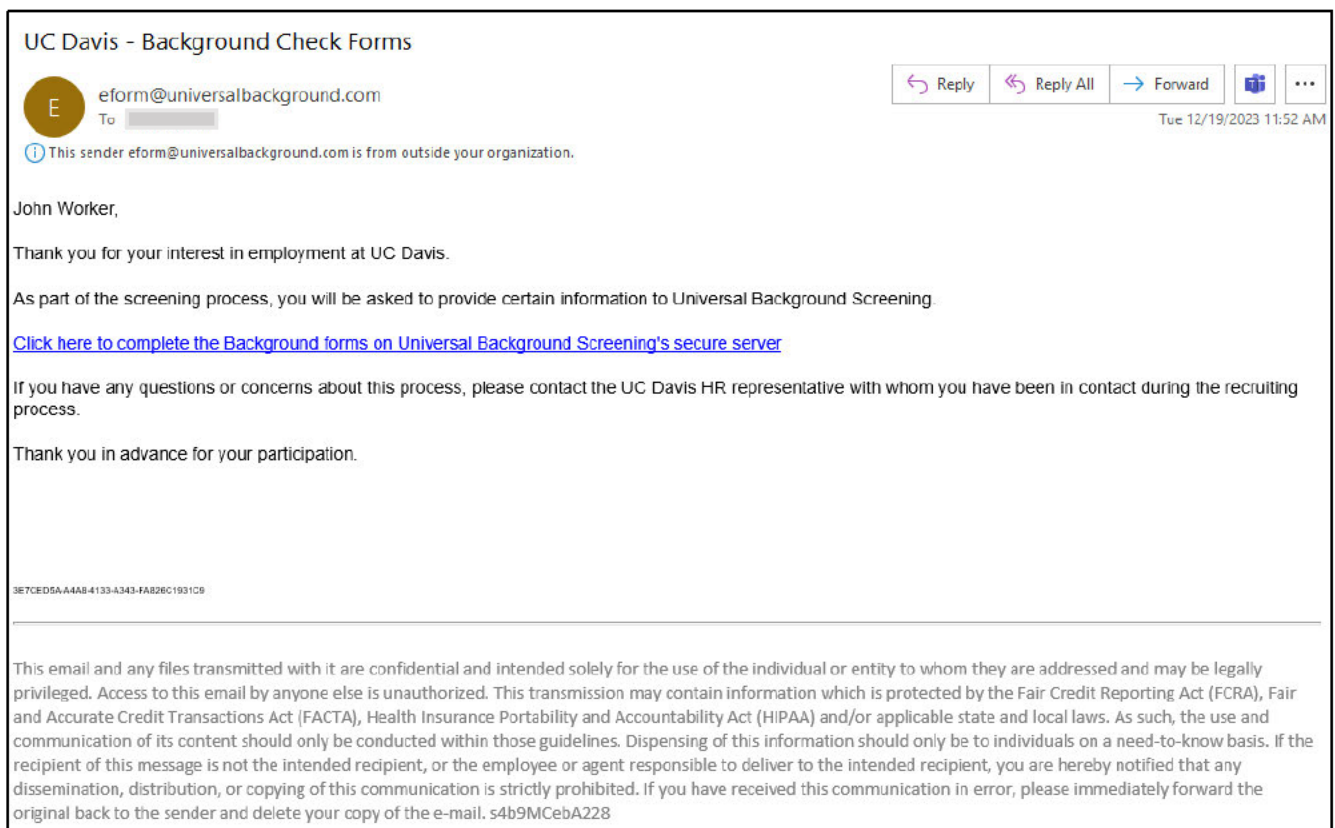
If the candidate does not receive the invitation, ask them to check Junk or Spam folders in email. If needed, any UC Davis staff person with access to Universal can resend the invitation.

If the candidate has difficulty completing the process, please suggest the following:

- Try completing the process using a computer rather than a mobile device
- Try using a different browser (suggest using Chrome)
- Reach out to Universal Customer Support by sending an email to: cs@universalbackground.com

...

Once the Universal background check is ordered (example candidate “John Worker”), candidate receives this email:



Candidate clicks the link and is taken to the following page:



Welcome to Universal e-Forms for UC Davis

Welcome to the background screening website for UC Davis. As a prospective candidate, you are required to successfully complete a background screen. This will be conducted by our provider, Universal Background Screening, which maintains the highest level of security and confidentiality. Our goal is to complete this background screening as quickly as possible. In order to speed up the process, you will need to complete this form within 48 hours of receipt. To avoid delays, promptly respond to ALL Universal requests for additional information and documentation to assist with the verification process.

Before you begin, please be sure that you have the following information available:

Social security number

Date of birth

City, state and zip code of all your residences within the past seven years

Driver's License Information

Education (Please provide all addresses including city and state where you attended an educational institution since age 18)

Employment Information (Please provide all addresses including city and state where you were employed during the past seven years)

Thank you for taking the time to complete this information. If you have questions, please contact the Background Check Coordinator at UC Davis (530-752-9926).

Your personal Invitation Code should be pre-populated in the field below.

If not, enter the Invitation Code shown in the email you received. We recommend you copy and paste the code exactly as it was provided.

E-Forms Invitation Code

[Redacted Invitation Code]

By accepting these terms, you certify that you are able and willing to accept disclosures and/or documents electronically, as follows:

- You are being provided with forms and documents in a digital format.
- You have a right to receive any of these in paper format by contacting UC Davis.
- You can withdraw consent to electronic delivery by clicking the Cancel button at the bottom of this page.
- If you have any questions about the application process, please contact Human Resources at UC Davis.

Prior to acceptance of electronic delivery of disclosures and/or documents, you should verify that you have the required hardware and software to print or retain them, if you so desire.

UC Davis is an Equal Opportunity Employer.

☒ I Accept - Continue

When the candidate clicks on "I Accept – Continue" they are taken to the following screen (red fields required):

Please complete the information in the fields below.

Certain information has been provided by UC Davis based on information you provided on a job application or resume. You cannot change this information.

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 of requesting information here 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 is mandatory for the position. 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.

Subject Information

First Name	John		
Middle Name		☐ No Middle Name	
Last Name	Worker		
Generational Suffix			
Social Security #	000-00-0000		
Confirm SSN	000-00-0000		
Date of Birth	MM/DD/YYYY		
Confirm DOB	MM/DD/YYYY		
Current Address	Address		
	City	State	Zip
Phone			

Address History

- Enter all addresses where you have worked in the past (7) seven years.
- Enter all addresses where you have lived in the past (7) seven years.
- Enter all addresses where you have attended school, college or university since 18 years of age.

[Add Address](#)

[✔ Continue](#) [📄 Save Draft](#) [✖ Cancel](#)

Candidate enters the required information, clicks “Continue” and is provided with the following:



You are being provided with an electronic copy of this document. Click the Accept and Continue button to acknowledge that you have received and reviewed this document.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escriba a la
Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may

✓ Accept and Continue

Print Document

✕ Cancel

Candidate clicks “Accept and Continue” and is provided with the following:



You are being provided with an electronic copy of this document. Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

Disclosure Regarding Background Investigation

UC Davis (the “Company”) may obtain information about you from a third party consumer reporting agency for employment and/or other permissible purposes. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records, (“driving records”), education or employment history, or other background checks.

The investigations will be conducted by Universal Background Screening, P.O. Box 5920, Scottsdale, AZ 85261, 877-263-8033, www.universalbackground.com

✓ eSign and Continue

Print Document

✕ Cancel

Candidate clicks “eSign and Continue” and is provided with the following:



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Disclosure Regarding "Investigative Consumer Report" Background Investigation

UC Davis (the "Company") may request an investigative consumer report about you from a third party consumer reporting agency, in connection with your employment and/or other permissible purposes or application for employment (including volunteer assignment(s), as applicable) and throughout your employment if you are hired or retained, as allowed by law. An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, or mode of living.

You have the right, upon written request made within a reasonable time, to request from the Company (1) whether an investigative consumer report has been obtained about you, (2) disclosure of the nature and scope of any investigative consumer report and (3) a copy of your report. These reports will be prepared by **Universal Background Screening, P.O. Box 5920, Scottsdale, AZ 85261, 877-263-8033, www.universalbackground.com**

✓ eSign and Continue

🖨 Print Document

✕ Cancel

Candidate clicks “eSign and Continue” and is provided with the following:



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Acknowledgement and Authorization for Background Check

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION, DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT (if applicable), A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and OTHER STATE/LOCAL NOTICES and certify that I have read and understand those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by UC Davis (the “Company”) at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, 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 **Universal Background Screening, P.O. Box 5920, Scottsdale, AZ 85261, 877-263-8033, www.universalbackground.com** and/or the Company. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

✓ eSign and Continue

🖨 Print Document

✕ Cancel

Candidate clicks “eSign and Continue” and is provided with the following:



You are being provided with an electronic copy of this document. Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

Notice Regarding Background Checks Per California Law

UC Davis (the “Company”) intends to obtain information about you for employment screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of “investigative consumer reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record (which may contain your photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information), and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **Universal Background Screening**, P.O. Box 5920, Scottsdale, AZ 85261, 877-263-8033, www.universalbackground.com. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

eSign and Continue Print Document Cancel

Candidate clicks “eSign and Continue” and is provided with the following:

Universal
BACKGROUND SCREENING

Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

Supplemental Authorization for Release of Records

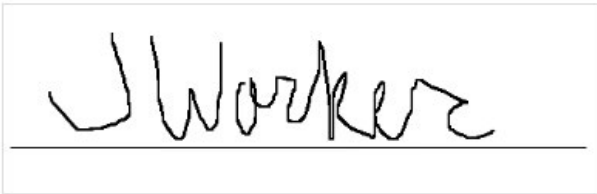
This authorization is provided in connection with a consumer report or investigative consumer report (“background check”) that may be conducted by Universal Background Screening, Inc. at the request of UC Davis. This authorization is a supplement to any previous disclosures, notices and authorizations obtained by UC Davis in compliance with the Fair Credit Reporting Act (FCRA) and applicable state laws.

I, **John Worker**, hereby authorize, any court, law enforcement agency, school, college, university (public or private), employer, or other record-holding agency to furnish any and all background information requested by Universal Background Screening, or another organization acting on behalf of Universal Background Screening, to the extent permitted by law. These records may include, but are not limited to, employment, education, professional licensure or certification, criminal history, civil court records, driving records, and/or any other public records.

I agree that a facsimile (“fax”), photographic or electronic copy of this Authorization shall be as valid as the original.

Sign your name in the signature box and click eSign and Continue.

- If you are using a mouse: Click in the box, hold down the left click button, and sign your name by drawing it with the mouse.
- If you are using a tablet or a mobile device: Draw your name with your finger inside the signature box.



John Worker
UC Davis
12/19/2023 1:18:52 PM

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Candidate signs with the electronic pen, then clicks “eSign and Continue” and “Continue” again with the option to “Print a Copy.”

UCDAVIS

Thank you. Your forms have been received.
Your confirmation number is 34859318.

Thank you for completing the background screening authorization form. Your information has been received and will be processed. UC Davis will contact you for next steps. If you have questions, please contact the Background Check Coordinator at UC Davis (530-752-9926).

The process is complete, you may close this web browser at any time.

 [Print a copy](#)