



DISCLOSURE & AUTHORIZATION FORM

Lewis-Clark State College will procure an investigative consumer report on you in connection with your employment application. Your employment at Lewis-Clark State College is contingent upon this check and employment decisions will be made based on information gleaned from the report. Intelius Inc., a consumer reporting agency, will obtain the report for Lewis-Clark State College. Contact information for the consumer reporting agency is: Intelius Inc., 500 108th Avenue NE, 25th Floor, Bellevue, WA 98004. Telephone: (425) 974-6100

The report may include social security number verifications, public court records checks, criminal records checks, educational records, verification of employment positions held, personal and professional references checks and licensing and certification. Other checks, such as credit reports, may be done with additional authorization. You are entitled to request more information about the nature and scope of the report we are requesting your authorization to obtain by submitting a written request to: HRS Director, Human Resources Services, 500 8th Avenue, Lewiston, ID 83501. Telephone: (208) 792-2269.

I hereby authorize Lewis-Clark State College to request a criminal background check about me for the purposes of my employment with the College. I understand that my employment with Lewis-Clark State College is contingent upon this background check and that the information contained in the background check will be used for the purpose of making an employment decision. I also understand that before I am denied employment based on information obtained from the report, I will receive written notice of the adverse decision, a copy of the report, and a summary of my rights under the Fair Credit Reporting Act, if applicable.

By my signature below, I consent to the release of consumer and/or investigative consumer reports to Lewis-Clark State College as described above.

Please Type or Print Clearly:

Last Name: | First: | Middle:

Alias (or maiden if applicable):

Social Security Number: | Birth Date:

Present Street Address:

City: | State: | Zip Code:

Signature: | Date:

Please process background check for this applicant for the position of:

Title: | Department:

Department Head Signature: | Date:

Dean Signature: | Date:

Human Resources Signature: | Date:

Background Check Process

1. When an application for a position in academic programs at LCSC is received by the human resources department, they will send the applicant a notice with the affirmative action card stating that before they are formally offered a position at LCSC that a criminal background check must be completed.
2. Chairs may wish to verify with those coming to campus for an interview that they are aware of the criminal background check requirement. (i.e. that is, that they read the HR notice) before they come on campus for an on-campus interview. While this is optional, it is recommended.
3. When candidates come on campus for an interview, the Division Chair will be sure that they sign the release form indicating that they agree to a criminal background check before they leave. (The form is posted on the Academic Programs hiring web site.)
4. The Request to Make a Verbal Offer form authorizes Chairs to make an informal job offer to a candidate. If the candidate accepts the offer Chairs should remind the candidate that before a formal offer is made by the Provost, the criminal background check must be completed and found acceptable.
5. When the informal offer is accepted, the Division Chair forwards the offer memo, vitae and hiring PA. **The signed consent form authorizing the background check should be included in that packet.** Patty will forward the background check authorization to HR at the same time the offer memo packet is sent to the Provost's office. When HR completes the background check they notify the Division Chair, Dean and Provost. The Provost will then send the formal letter of offer. Division Chairs and the Dean will be informed of any concerns found in the background check which will then be discussed with administration as needed before a formal offer is extended by the Provost.