

Eastern Illinois University
DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]
NOTICE REGARDING BACKGROUND INVESTIGATION

Eastern Illinois University ("the University") may obtain information about you from a consumer reporting agency for purposes of employment, volunteering, enrollment, or contractual services. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, fingerprint test by state police and/or FBI, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants, volunteers, and contractors is an investigation into your education and/or employment history conducted by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Eastern Illinois University to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment or enrollment to the University to the extent permitted by law.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the University at any time after receipt of this authorization and throughout my employment and/or enrollment, 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 Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, another outside organization acting on behalf of Eastern Illinois University, and/or the University itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Requestor Information: **Dr. Melanie Burns**
Eastern Illinois University
1433 Klehm Hall
600 Lincoln Avenue
Charleston, IL 61920

Name Based Fee: \$20.00

Last Name _____ First _____ Middle _____

Gender _____ Race _____ Social Security # _____ Date of Birth _____

Present Address _____ City/State/Zip _____

Signature: _____ Date: _____ Phone _____

Office Use Only:

Technician: _____ Technician License #: 249.0000 TCN: _____

Date of Name Based Check: _____ Time: _____

\$20.00 Payment Type: Cash / Money Order / Credit Card - Last 4 Digits: _____ **Amount: \$** _____