

Requested by: \_\_\_\_\_ (Please list Dept Name & Contact)

**EMPLOYMENT CANDIDATE CONSENT TO BACKGROUND SEARCH AND INVESTIGATION**

CONSUMER NOTIFICATION: This is to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, promotion, reassignment, and/or retention as an employee. The report may include, among other items, criminal background information, confirmation of your educational and employment history, an investigative consumer report (for which you may request a disclosure of nature and scope) as to your work performance, and confirmation of any references provided.

The undersigned hereby authorizes TEXAS LUTHERAN UNIVERSITY (hereinafter referred to as "Employer") and/or its agents to make an investigation of my background, references, character, employment, credit, motor vehicle, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained in my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax) or xero-graphic copy of this consent shall be considered as valid as the original consent.

In the event of my employment by Employer, this authorization shall remain in effect for the duration of such employment. Prior to taking adverse action as a result of any investigations resulting from this authorization, Employer shall provide to me a copy of the consumer report or investigative consumer report which caused such adverse action and a summary of my rights under the Fair Credit Reporting Act.

I release Employer and/or its agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources.

Please type or print legibly, black ink only.

True and Complete

Legal Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Maiden or Other

Names Used: \_\_\_\_\_ Dates Used: \_\_\_\_\_

Present Street

Address: \_\_\_\_\_ (e.g. 1998 to 2000): \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ County \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Other cities and states lived in during the past SEVEN years:**

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

Driver's

State of

License Number: \_\_\_\_\_ Issue: \_\_\_\_\_

Social

Date of Birth: \_\_\_\_\_ Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The above information is required to ensure positive identification and is in no manner used as qualification for employment. California, Minnesota, and Oklahoma applicants check this box if requesting copy of report be sent to address above.

**TEXAS LUTHERAN UNIVERSITY REQUEST FOR PROCESSING**

Employment verification

Number of employers to verify \_\_\_\_\_

Criminal history, county jurisdictions

Criminal history, statewide

Criminal history, Federal District

Criminal & sex offender database, nat'l

Credit history

Education verification

Professional license verification

Motor vehicle record

SSN+ trace (auto-search developed counties)

If relevant to request, include job history, reference names and tel numbers, and educational background.

Recruiter Name: \_\_\_\_\_

Department: \_\_\_\_\_

Tel: 830-372-8017

ClientID: tex.lut

Fax to: **PRE-EMPLOYMENT, INC.**  
**210 829 5556**

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