

CLAFLIN UNIVERSITY

DISCLOSURE TO EMPLOYMENT APPLICANT REGARDING PROCUREMENT OF A CRIMINAL RECORDS CHECK AND/OR CREDIT REPORT AND/OR EDUCATIONAL ATTAINMENT

In connection with my application for employment with Claflin University, I hereby authorize Claflin University to obtain:

_____ Criminal Records Check
You will need to complete the Criminal Records Check Address Form Below

_____ Credit Report
You will receive a summary of the Fair Credit Reporting Act

_____ Report Verifying Educational Attainment (as indicated below)
You will need to complete the Educational Attainment Form Below

Signature: _____ Date: _____

Position applying for: _____

Supervisor's Name: _____

Contact number: _____

IDENTIFICATION INFORMATION (PLEASE PRINT)

Name: _____

Address: _____

City/State/Zip Code: _____

Signature: _____

Social Security Number: _____

*Date of Birth: _____

*Federal and state law protects you from discrimination in employment on the basis of age, sex, and minority status. This information is not part of your employment application nor will it be used in considering your employment application.

**POLICY ON BACKGROUND CHECKS:
CRIMINAL CONVICTIONS AND CREDIT CHECKS**

CRIMINAL RECORDS CHECK ADDRESS FORM

List All of the Addresses Where You Have Resided for the Past Seven Years (Please Print):

(Street)

(City, State, Zip Code)

(Country if other than United States)/Dates of Residency

(Street)

(City, State, Zip Code)

(Country if other than United States)/ Dates of Residency

(Street)

(City, State, Zip Code)

(Country if other than United States)/ Dates of Residency

EDUCATIONAL ATTAINMENT VERIFICATION FORM

Name of College or University: _____

Address: _____

Type of Degree Received: _____

Year Degree Received: _____

PLEASE USE ADDITIONAL PAGES OF THIS FORM AS NECESSARY