

Authorization for Release of Information

We appreciate your interest in employment with **Davis & Elkins College**. As part of our normal procedure for processing applications, we will conduct an investigation into your background. Therefore, by this document we are disclosing to you that a consumer report, including an investigative consumer report containing information as to your character, general reputation, and personal characteristics, including, but not limited to verification of credit history (except California), workers compensation, criminal history from various state and private sources along with other public records available, social search and motor vehicle records, may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. Should an investigative consumer report be requested, you will have the right to demand a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

Notice to California Applicants: Under Section 1786.22 of the California Civil Code, You may view the file maintained on you by PreTrax during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at PreTrax's offices in person at the address listed above, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

Notice to New York Applicants: For consumers applying for work in New York: I acknowledge receiving a copy of Article 23-A of the New York Correction Law _____.
(Initials)

Please read the following statement and indicate your agreement by signing below:

I authorize all persons, investigative agencies, business organizations, schools, companies, corporations, credit bureaus and law enforcement agencies to supply **Davis & Elkins College** and/or its agents with an investigative consumer report containing any information concerning my background. I authorize PreTrax, Inc., its partners, personnel, and/or agents to conduct and interpret interview procedures they believe necessary. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for reporting agencies to procure consumer reports or investigative consumer reports at any time during my employment period. I hereby release all involved in obtaining, providing, and/or utilizing any consumer reports and/or investigative consumer reports from any and all claims and damages of any kind whatsoever.

Please sign below to signify receipt of the foregoing disclosure and authorization.

Applicant Last Name	First Name	Middle Name or Initial
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Other Names Used during past 7 years (Maiden, AKA)	Date of Birth	Social Security Number
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Drivers License Number	State Drivers License Issued	Last name on Drivers License
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Current Street Address	City/State/Zip	Dates (From / To)
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Applicant's Signature	Today's Date
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Are you currently employed? ____ yes ____ no May we contact your current employer? ____ yes ____ no

(Minnesota, California, or Oklahoma residents only) Please provide me with a copy of my investigative consumer report.