Applicant Release for Background Investigation

I hereby authorize John Carroll University, (hereafter referred to as "Company") or its agent, The Pre-Check Company, (hereafter referred to as "Pre-Check") to investigate my background in order to process my application for employment.

I understand the consumer reporting agency will conduct an investigation to obtain information as deemed necessary to fulfill the requirements of the job. The information obtained may include investigation into the last seven (7) years of my credit background and beyond seven (7) years regarding my past employment, work habits, salary history, education, criminal background, motor vehicle history, workers' compensation history, civil records, use of illegal substances and alcohol abuse, personal characteristics, mode of living, and general reputation.

I understand direct or indirect contact from former employers, schools, financial institutions, landlords, public agencies, and through personal interviews with my associates, friends, acquaintances, neighbors, or other persons who may have such knowledge may be made to obtain such information.

I forever release and discharge the Company, Pre-Check, their respective employees and agents, my past employers, schools, persons named in my employment application or resume from any claims, damages, losses, liabilities, and expenses arising out of gathering and reporting information.

I also understand that before being denied employment based on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act.

I understand I may request an outline of the nature and scope of the investigation if such request is made in writing within a reasonable period after the completion of the investigation. The address of The Pre-Check Company is P.O. Box 771264, Lakewood, Ohio, 44107, and their toll free telephone number is (800) 268-2435.

PLEASE FILL IN EACH BLANK SPACE:	
NAME:	PHONE
FORMER NAME:	SOCIAL SECURITY #:
CURRENT ADDRESS:	PREVIOUS ADDRESS:
CITY:	CITY:
STATE: ZIP:	STATE: ZIP:
COUNTY:	COUNTY:
LENGTH OF RESIDENCE: Years:___ Months:____	LENGTH OF RESIDENCE: Years:_____ Months:_____
DRIVER'S LICENSE #:	STATE:
DATE OF BIRTH:	**HAVE YOU EVER BEEN CONVICTED OF A CRIME?**
MAY WE CONTACT YOUR CURRENT EMPLOYER? _____ **YES** _____ **NO**	_____ **YES** _____ **NO** **IF YES, APPROX. DATE:**_____ **CITY:**_____ **STATE:**_____
HIGHEST LEVEL OF EDUCATION: ***Circle one*** **GED HIGH SCHOOL COLLEGE**	**HIGHEST DEGREE COMPLETED:** ***Circle one*** **None AA BA/BS MA/MS Ph.D.**

In addition to authorizing the background investigation, I certify that the information I have provided is true and complete, and I understand that if I am employed, false or incomplete statements of material fact on this authorization shall be sufficient cause for dismissal.

_____

SIGNATURE DATE

John Carroll University is an equal opportunity employer and does not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry or age (40 years of age and over). In addition, John Carroll University does not discriminate against qualified individuals with disabilities.