In connection with my application for employment at the State University of New York at Geneseo (hereinafter "SUNY Geneseo" or "the employer"), I hereby authorize the employer to conduct a background investigation pursuant to the Fair Credit Reporting Act which may include, but is not limited to, a Social Security number verification, Criminal Conviction verification, educational credential(s) confirmation, sexual offender registry status, driving records, and employment background. I also authorize the employer to conduct an Office of Inspector General (OIG) search to ascertain my current status with the OIG List of Sanctioned Individuals, and to conduct a General Services Administration (GSA) search of its List of Parties Excluded to ascertain my current status in the GSA.

I am aware that I have the right under the Fair Credit Reporting Act to request from the vendor performing the background check, the nature and scope of any report they have prepared in conjunction with the verifications conducted related to my application of employment. I authorize and request all courts and law enforcement agencies to release such information without restriction or qualification.

The Federal Privacy Act of 1974 requires that I be notified that disclosure of my Social Security Number is optional and not required on this form. However, I understand that if I do not choose to disclose my social security number, SUNY Geneseo we will be unable to process my background investigation which may disqualify me from the search process.

Under the Family Educational Rights and Privacy Act (FERPA), I authorize the employer to request official transcripts or make inquiries from educational institutions and/or accrediting and/or licensing agencies.

I hereby release the employer, their respective officers, employees, and agents, from any liability and responsibility arising from preparation of the above described background check, investigation report, and any resulting outcome or consequences, as well as any liability and responsibility arising from obtaining, reviewing, discussing any information gathered in connection with a review of my application, and any resulting consequences.

SUNY Geneseo is an Affirmative Action/Equal Opportunity, Equal Access Employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students.

Personal Information

Title of Position: _____ Department: _____

Last Name: _____

First Name: _____

Social Security Number: _____

Date of Birth (not used as hiring factor, used for identification purposes only): _____

Home Telephone: _____

Street Address: _____

City, State, Zip Code: _____

Maiden/Other Name (if applicable): _____

Previous Street Address (if moved within the last year): _____

Previous City, State, Zip Code: _____

Highest Degree COMPLETED: (Do not give "in progress" degrees)

Institution: _____

City: _____State: _____

Major: _____

Degree: _____

Year of Degree Awarded: _____

Start Date: _____

End Date: _____

Most Recent Employer

Employer: _____

City: _____

State: _____

Start Date: _____Current: Yes or No

End Date: _____

Position Title: _____

_____ _____

Signature Date