Conviction & Driving

1. Candidate should read and sign page 1
2. Candidate and Department should complete page 2
3. Pages 1 and 2 should be sent to Human Resources at:

Fax: 540-231-7986

1. Pages 3 and 4 should be given to the candidate

**Authorization and Consent for Release of Information**

**Criminal Conviction Check and/or Motor Vehicle Record**

(Please read carefully)

I, the undersigned do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal.

This release and authorization acknowledges that Virginia Polytechnic Institute and State University (hereinafter “Virginia Tech”) may conduct a verification of my education, previous employment/work history, and motor vehicle reports, contact personal references, and receive any criminal or civil justice agency information in any State and/or other information as deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment eligibility under Virginia Tech’s employment policies.

I have read and understand this release and consent, and I authorize the verification. I authorize persons, schools, current and former employers, and other organizations and agencies to provide Virginia Tech with all information that may be requested, and I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I authorize Truescreen, Inc. and any of its agents/designated personnel to prepare a consumer report on criminal convictions and/or motor vehicle records. I further authorize Truescreen, Inc. to disclose orally and in writing the results of this consumer report to the designated authorized representatives of Virginia Tech.

I do hereby agree to forever release and discharge Virginia Tech, The Commonwealth of Virginia, Truescreen, Inc., and their respective agents and employees to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from the retrieving and reporting of information. According to the Federal Fair Credit Reporting Act (FCRA), I am entitled to know if employment was denied based on information obtained by my prospective employer during the course of an investigative consumer report as defined by the FCRA and to receive, upon written request, a disclosure of the public record information and of the nature and scope of the investigative report.

**DISCLOSURE**

I, the undersigned hereby consent and authorize Truescreen, Inc., and any of its agents/designated personnel, on Virginia Polytechnic Institute and State University’s behalf, to prepare a consumer report for employment purposes.

A consumer report consists of information deemed to have a bearing on job performance, and may include information from public and private sources and public records, concerning my driving record and court records. For purposes of this application, the consumer report will be limited to a criminal conviction check and/or motor vehicle record check. I agree that any copy of this document is as valid as the original.

According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer from a third party, and to receive, upon written request, a disclosure of the public record information and of the nature and scope of the investigative report.

IN USING A CONSUMER REPORT FOR EMPLOYMENT PURPOSES, BEFORE TAKING ANY ADVERSE ACTION BASED IN WHOLE OR IN PART ON THE REPORT, THE PERSON INTENDING TO TAKE SUCH ADVERSE ACTION SHALL PROVIDE TO THE APPLICANT OR EMPLOYEE TO WHOM THE REPORT RELATES A COPY OF THE REPORT AND A DESCRIPTION IN WRITING OF THE RIGHTS OF THE CONSUMER UNDER THIS TITLE, AS PRESCRIBED BY THE FEDERAL TRADE COMMISSION SECTION 609 (C) (3). Summary of Rights under the Fair Credit Reporting Act – [www.ftc.gov/bcp/edu/pubs/consumer/credit/cre35.pdf](http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre35.pdf)

**Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## To be completed by the APPLICANT:

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|  |  |  | | |
| Name Typed or Printed (Last, First, Middle) |  | Social Security Number | | |
|  |  |  |  |  |
| Street Address |  | Drivers License. Number |  | State |
|  |  |  | | |
| City, State, Zip Code |  | Date of Birth | | |
|  |  |  | | |
| Email |  | Phone | | |
|  |  |
|  |  |  | | |

Have you ever been convicted for any violations(s) of law, including misdemeanors?  Yes  No

If yes, please provide the following: description of offense; statute or ordinance (if known); date of charge; date of conviction; and city/county/state of conviction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been conviction for moving traffic violations?  Yes  No

If yes, please provide the following: description of offense; statute or ordinance (if known); date of charge; date of conviction; and city/county/state of conviction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## To be completed by the DEPARTMENT:

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| Department Name: | | | | | | | | | |  | | | | | | | Physical Location: | | | | | | |  | | | | | | | |
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| Position Title: | | | | | | | | | |  | | | | | | |  | | | Position Number: | | | |  | | | | | | | |
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| Department Contact: | | | | | | | | | |  | | | | | | |  | | | Phone Number: | | | |  | | | | | | | |
|  | | | | | | | | | |  | | | | | | |  | | | Email: | | | |  | | | | | | | |
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| Supervisor Name: | | | | | | | | | |  | | | | | | | Phone Number: | | | | | | |  | | | | | | | |
|  | | | | | | | | | |  | | | | | | | Email: | | | | | | |  | | | | | | | |
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| Reason for Request: | | | | | Conviction | | | | | | Driving | | | | International conviction (if person has lived | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | |  | | | | outside the US within the past 7 years) | | | | | | | | | | | | | | | | |
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| **Select Appropriate Position Type:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Staff ; | | |  | | | | | A/P ; | | | | T/R ; | | | | | | | Research ; | | | | | P14 | | | | | | | |
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| Non-Student Wage ; | | | | | | | | | Emergency Hire ; | | | | | Student Wage ; | | | | | | | | | | Other | | | | |  | | |
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***Para informacion en español, visite*** [***www.consumerfinance.gov/learnmore***](http://www.consumerfinance.gov/learnmore) ***o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.***

**A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to** [**www.consumerfinance.gov/learnmore**](http://www.consumerfinance.gov/learnmore) **or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

* **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
* **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
* a person has taken adverse action against you because of information in your credit report;
* you are the victim of identity theft and place a fraud alert in your file;
* your file contains inaccurate information as a result of fraud;
* you are on public assistance;
* you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

* **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
* **You have the right to dispute incomplete or inaccurate information**. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
* **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information**. Inaccurate, incomplete or unverifiable information must beremoved or corrected, usually within 30 days. However, a consumer reporting agency maycontinue to report information it has verified as accurate.
* **Consumer reporting agencies may not report outdated negative informatio**n. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
* **Access to your file is limited.** A Consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
* **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to an employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
* **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you chose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
* **You may seek damages from violators**. If a consumer reporting agency, or in some cases a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
* **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights contact:**

| **TYPE OF BUSINESS:** | **CONTACT** |
| --- | --- |
| 1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates.  b. Such affiliates that are not banks, savings associations, or credit unions also should list in addition to the CFPB: | a. Consumer Financial Protection Bureau  1700 G Street NW  Washington, DC 20552  b. Federal Trade Commission: Consumer Response Center-FCRA  Washington, DC 20580  (877) 382-4357 |
| 1. To the extent not included in item 1 above: 2. National banks, federal savings associations, and federal branches and federal agencies of foreign banks 3. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act 4. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations 5. Federal Credit Unions | * 1. Office of the Comptroller of the Currency   Customer Assistance Group  1301 McKinney Street, Suite 3450  Houston, TX 77010-9050   * 1. Federal Reserve Consumer Help Center   P.O. Box 1200  Minneapolis, MN 55480   * 1. FDIC Consumer Response Center   1100 Walnut Street, Box #11  Kansas City, MO 64106   * 1. National Credit Union Administration   Office of Consumer Protection (OCP)  Division of Consumer Compliance and Outreach (DCCO)  1775 Duke Street  Alexandria, VA 22314 |
| 3. Air Carriers | Asst. General Counsel for Aviation Enforcement & Proceedings  Aviation Consumer Protection Division  Department of Transportation  1200 New Jersey Avenue, S.E. Washington, DC 20590 |
| 4. Creditors Subject to Surface Transportation Board | Office of Proceedings, Surface Transportation Board  Department of Transportation  395 E Street, S.W.  Washington, DC 20423 |
| 5. Creditors Subject to Packers and Stockyards Act, 1921 | Nearest Packers and Stockyards Administration area supervisor |
| 6. Small Business Investment Companies | Associate Deputy Administrator for Capital Access  United States Small Business Administration  409 Third Street, S.W., 8th Floor  Washington, DC 20416 |
| 7. Brokers and Dealers | Securities and Exchange Commission  100 F Street, N.E.  Washington, DC 20549 |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations | Farm Credit Administration  1501 Farm Credit Drive  McLean, VA 22102-5090 |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above | FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA  Washington, DC 20580  (877) 382-4357 |

**Truescreen, Inc.**

**A Vertical Screen® Company**

**Attn: Consumer Disclosure**

**P.O. Box 541, Southampton, PA 18966**

**Toll-free phone – 800-260-1680**