

Agreement

The University of South Carolina conducts background screenings on faculty/staff as a condition of employment or in connection with student, volunteer or affiliate capacity here on campus. The screenings are conducted by General Information Systems (GIS), an outside agency, in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The University may obtain a consumer credit report and/or an investigative consumer report on you from GIS for employment purposes as an applicant or during the course of employment.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, education, credentials, professional licenses, identity, past addresses, social security number, previous employment and personal references. **The timeframe of the report will list the criminal history since the age of 18.**
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an “investigative consumer report.” This type of report is legally defined as a report based upon interviews that may contain information relating to your character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact The University of South Carolina’s Recruitment and Employment Office at 803-777-3821 or visit their office, located at 1600 Hampton Street, Ste. 117, Columbia, South Carolina 29208. You may also contact our consumer reporting agency, General Information Services, Inc. (GIS) directly at 866-265-4917. GIS’ mailing address is P.O. Box 353, Chapin, South Carolina 29036. For information about GIS’ privacy practices, please visit [their website](#).
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the University of South Carolina’s Recruitment and Employment Office shall provide to you a copy of the report and a description in writing of your rights under FCRA. The Consumer Financial Protection Bureau’s “Summary of Your Rights under the Fair Credit Reporting Act” is available in [English](#) and [Spanish](#). You may also contact the Recruitment and Employment Office to request a copy of the report.
4. California Provisions: In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: you have the right to inspect GIS's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals shows proper identification and pays for any copying or toll charges; the consumer/applicant/employee may be accompanied by one other person who must show proper identification; and trained GIS personnel will explain any of the information in the report and will provide written explanation for any coded information.

Signature:

Print Name:

Date:

Background Check Authorization

Agreement

**Submit these signed forms to USC Upstate Human Resources Office through the secure fax line 864-503-5350.
Do not email this form with Social Security Number.**

As a condition of my candidacy for employment or in connection with a student, volunteer or affiliate capacity with the University of South Carolina, I understand that the University will conduct a background check screening about me for employment purposes or for student/volunteer/employment placement purposes. The information will not be used for other purposes.

By signing this Authorization, I hereby authorize the University to obtain consumer credit reports and/or investigative consumer reports about me. I understand and acknowledge that this Authorization allows the University and GIS, or any other company authorized by the University, to contact any and all corporations, companies, entities, or organizations, including, but not limited to, my current and former employers, consumer reporting agencies, credit agencies, education institutions, law enforcement agencies, city, state, county, and federal courts and agencies, and military services, and I authorize any and all persons and entities contacted to release information about my background, including, but not limited to, information about my employment, address history, professional licenses and credentials, lawsuit history, social security number validation, education, consumer credit history, driving record, criminal record, general public records' history and any other public or private information sources. Some government agencies and other information sources require date of birth, social security number, driver's license number and state when checking for records.

I understand that before taking any adverse action based in whole or in part on the report, the University of South Carolina's Recruitment and Employment Office shall provide me a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act (FCRA). The Consumer Financial Protection Bureau's "Summary of Your Rights under the Fair Credit Reporting Act" is available in [English](#) and [Spanish](#). You may also contact the Recruitment and Employment Office to request a copy of the report.

CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS/EMPLOYEES ONLY: Check here to receive a free copy of any requested Consumer Report, Investigative Consumer Report or Credit Report on you.

NEW YORK: You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

To be completed by candidate. Please print clearly. Any information that is not legible will cause delay.

I am a candidate for the position of:

in the college or department of:

Last Name:		First Name:		Middle Name:
Social Security Number:		Former/Other Names Used:		
Sex:	Race:	Date of Birth: (mm/dd/yyyy)	Driver's License Number and State:	
Name as it Appears on License:				Phone Number:
Email Address:				

Please provide all addresses where you have lived for the past seven years. Use the back of this form if you need more room.

Current:				
Full Street Address	Apt. #	City/State	Zip Code	Month/Year
Former:				
Full Street Address	Apt. #	City/State	Zip Code	Month/Year
Former:				
Full Street Address	Apt. #	City/State	Zip Code	Month/Year

Check here if additional addresses are on the back or attached. May we contact your current employer? Yes No

I represent to the best of my knowledge that all information provided above is accurate, true and correct, and that I fully understand the terms of this Authorization. I have read, and comprehend this form and hereby authorize, any person, company or other entity contacted by General Information Systems (GIS) or the University of South Carolina, to provide the information stated above. If I am hired, this Authorization shall remain in effect for the length of my employment. I agree that a fax, photocopy or electronic copy of this Authorization with my signature will be accepted with the same authority as the original. I have signed a separate disclosure document that a consumer report may be obtained for employment purposes.

Signature:	Print Name:	Date:
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