

Western Carolina University

DISCLOSURE AND AUTHORIZATION

I understand if I am offered a position that a background investigation will be conducted as part my application for employment, whether the records are of a public, private or confidential nature. In addition, a credit history or a motor vehicle check “driver record” may be conducted based upon the duties and responsibilities of the position. This report will be provided by **CastleBranch (1845 Sir Tyler Drive, Wilmington, NC 28405, 888-723-4263)**, a consumer-reporting agency that has a contractual relationship with the university. Under the Fair Credit Reporting Act (FCRA), you are considered a “consumer”, a “consumer reporting agency” is a business that for a fee regularly assembles consumer information to prepare a consumer report, and a “consumer report” for the University is a criminal background and/or credit check (Please select the link to view a [“Summary of Your Rights Under the Fair Credit Reporting Act”](#)).

I understand should I receive any offer of employment, I will be required to provide personal information required to complete the pre-employment background check including my accurate social security number, current address and date of birth. Failure to provide this information when requested will result in the withdrawal of any employment offer. I understand that this information is for the sole purpose of gathering the above information accurately and will not be used to discriminate against me in violation of the law.

I authorize Western Carolina University and any agent of its choice to make any and all investigations to verify the information contained herein, including criminal records, educational credentials, credit history, motor vehicle records “driver records” and work experience. I consent to the release of any information maintained about me by all previous and current employers, educational institutions, law enforcement authorities, courts, licensing board or any other entity, agency, or individual which Western Carolina University or its agents may contact to secure references or records. I understand that all information provided shall become the sole property of Western Carolina University and may be used to determine my eligibility for employment.

I understand that, prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility shall result in immediate termination of employment and/or offer of employment. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a copy of the background report. In certifying and submitting my application, I hereby attest that I have read the above information to include the [“Summary of Your Rights Under the Fair Credit Reporting Act”](#), that I understand the above information, and that I agree to abide by these terms.