

EMPLOYMENT INQUIRY RELEASE

In connection with your application for/continued employment with Washington & Jefferson College, on our behalf, EZ-FACTS will make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination of past employments.

In compliance with the Fair Credit Reporting Act, you are entitled to be informed if an offer of employment is withheld because of information obtained from EZ-FACTS and, in that event, upon your written request, we will provide a copy of the report we receive and the FTC notice, "A Summary of Your Rights Under the Fair Credit Reporting Act".

Please complete and sign the form which follows, authorizing, without reservation, any party, including, but not limited to, employers, consumer reporting agencies, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by EZ-FACTS to furnish any or all of the above mentioned information. Your authorization releases EZ-FACTS from any and all liability for damages arising from the investigation and disclosure of the requested information. Further, it releases and discharges all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith, provide to EZ-FACTS the above mentioned information as requested, in order to successfully complete a background investigation for your application for employment. Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.

PRINT FULL NAME _____ *DATE OF BIRTH _____

SOCIAL SECURITY # _____ DRIVER LICENSE # _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

MAIDEN OR OTHER NAMES USED _____

APPLICANT SIGNATURE _____

GRADUATION DATE: HIGH SCHOOL _____ COLLEGE _____

*Date of birth is being requested only for the purposes of identification in obtaining accurate retrieval of records and it will not be used for discriminatory purposes.

Revised 1/99