



Department of Human Resources
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Applicant Authorization and Consent for Release of Information
 (Please read carefully)

We welcome your application for employment with Virginia Polytechnic Institute and State University. We are proud that our success is the result of the quality and caliber of our employees. You are applying for a position as an employee whose acceptance will place you in a category of recognized professionals. In pursuit of that excellence, we require your consent to and authorization of a pre-employment verification of your background.

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 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 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 Polytechnic Institute and State University's employment policies.

I authorize Sterling Testing Systems and any of its agents/designated personnel, to disclose orally and in writing the results of this verification process to the designated authorized representatives of Virginia Polytechnic and State University.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, and other organizations and agencies to provide Sterling Testing Systems 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 do hereby agree to forever release and discharge Virginia Polytechnic Institute and State University, Sterling Testing Systems, 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, I am entitled to know if employment was denied based on information obtained by my prospective employer and to receive, upon written request, a disclosure of the public record information and of the nature and scope of the investigative report.

APPLICANT:

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

Invent the Future



DISCLOSURE

I, the undersigned hereby consent and authorize the Virginia Polytechnic Institute and State University, and/or Sterling Testing Systems., 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.

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 CONSUMER 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).

Applicant Signature: _____ Date: _____

Print Name: _____

For VT Use Only
Department: _____ Contact: _____ Phone: _____
Position Number: _____ Salaried: [] Wage: []