 **Background Check Disclosure and Release Form
(Please Print or Type Legibly)**

**TO BE COMPLETED BY CANDIDATE:** Background checks will be used only to evaluate volunteers and will not be used to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin, political affiliation, genetic information, or age.

|  |  |  |
| --- | --- | --- |
|  **First Name** | **Middle Name** | **Last Name** |
|       |       |       |
| **Department** |       |
| **Employment Classification** |  |

Do you currently or have you ever worked for UNCG? [ ]  Yes [ ]  No

If “**Yes**”, are/were you: [ ]  SPA Permanent/Temporary [ ]  EPA Permanent/Temporary [ ]  UNCG Student

**Social Security Number Disclosure**: To ensure the security and confidentiality of your information, **we can only accept this document via fax, postal mail or hand delivery**. If you have not been issued a social security number, please indicate “N/A” in the space for the Social Security Number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Social Security Number |       |  | Date of Birth (mm/dd/yyyy) |       |
| Race |       | Gender | [ ]  Male | [ ]  Female |
| Driver’s License Number |       | Expiration Date |       | State of Issuance |       |
| Home Phone |       | Cell Phone |       | Email |       |
| **Current Address** |
| Street Number and Name |       |
| City |       | State |       | Zip Code |       |

**ADDITIONAL NAMES USED AND/OR ADDRESSES**

Completed this section below if you have:

1. Been known by any other name, including a legal name change, married, alias, surname, family name, etc.

|  |
| --- |
| **List Other Name(s) Used** |
|       |
|       |

2. Lived at your current address less than 7 years, please list all addresses for the past 7 years. **If international, also include country.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Street Number and Name** | **City** | **County** | **State** | **From Date** | **To Date** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**Please use a separate sheet of paper for additional address information, if applicable.**

**CONVICTIONS**

**Have you ever been convicted of any unlawful offense other than a minor traffic violation?** [ ]  Yes [ ]  No **If yes,** list the date(s), county(ies), state(s) and specific crime(s). A criminal record does not necessarily eliminate you from employment with the University. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply. However, failure to provide complete and accurate information is considered “falsification,” and your application will be removed from consideration. If falsification occurs and you are currently employed, you may be subject to disciplinary action up to and including termination of employment**. If you are unsure of your conviction history please verity prior to answering.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **County** | **State** | **Conviction** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*California, Minnesota and Oklahoma Residents Only:*I wish to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report that is requested.[ ]  Yes [ ]  No
 **Authorization to Conduct Background Check**: I hereby certify that all the information I have provided on this Disclosure and Release Form is true and complete. I understand that the submission of my Authorization indicates my consent to the University’s verification of any information contained in this Authorization. I also understand the Castle Branch, Inc. is the authorized vendor for UNCG to complete the verification process of such information contained in this Authorization. I further understand that my signature authorizes UNCG and Castle Branch, Inc. to complete the authorization for all applicable information. I understand that by admitting to a conviction for any unlawful offense, I will not be automatically disqualified from consideration for employment. I understand that false or misleading information or documentation, or an omission or failure to include all relevant information may result in rejection of my application, action up to and including termination if hired, and/or criminal prosecution. If hired, I understand that the University complies with State law and is required to terminate my employment if false or misleading information is given in order to meet the requirements for the position involved.

By signing this document, I authorize UNCG to procure a background report and hereby release the University of North Carolina, UNCG, the State of North Carolina, members of their board, officers, employees, agents, and representatives from all liability or responsibility for this disclosure. I further authorize any party or agency contacted by UNCG or its agent to furnish background information and hereby release all such parties involved from any liability and responsibility for damages for having furnished such information in good faith.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return completed form via fax, postal mail or hand delivery to the below address.**

HR - Background Check Program

UNC Greensboro

159 Mossman Building

P.O. Box 26170
Greensboro, NC 27402-6170
**Fax: 336-334-5585**

***NOTIFICATION ALERT!***

***DUE TO THE SENSITIVE CONTENTS LISTED ON THIS FORM – PLEASE DO NOT RETURN VIA EMAIL***

AA/EEO