

Hiring Agent _____
Dept. Name/Fund-Dept. _____

Position Name/Number: _____

**WESTERN MICHIGAN UNIVERSITY
DISCLOSURE AND CONSENT CONCERNING CONSUMER
AND INVESTIGATIVE CONSUMER REPORTS**

I hereby attest that I have been extended an offer of employment with Western Michigan University and understand that employment at Western Michigan University is conditional upon satisfactory results of Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. By my signature below, I hereby authorize this employer or any party or agency contacted by this employer to procure my consumer report and/or to obtain or furnish information concerning my credit, criminal, motor vehicle, and other history. I understand that Western Michigan University will use any such report(s) solely for employment-related purposes during the course of my employment.

I attest that I have been given a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681, g & c.

This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by Western Michigan University.

Type your legal name and address as it appears on your current or most recent driver's license or State Identification. If you handwrite this information, write legibly; illegible handwriting will cause a delay in processing your report.

Last name _____ First name _____ Middle name _____

All previous names (including maiden name) if applicable _____

Social Security # _____ Date of Birth (mm/dd/yyyy) _____

Present Address _____

City/State/Zip _____

Start Date of Residency (present address) Month _____ Year _____

Contact Phone # _____ Email _____

Driver's License/State ID # _____ Issuing State _____

In order to insure accurate criminal history reports, our background check vendors HireRight and Michigan State Police requires the following Sex and Race/Ethnicity information to be used solely in conjunction with the criminal history report and for no other use.

Sex: Female _____ Male _____

Race/Ethnicity (check all of the groups below that apply):

American Indian/Alaskan Native _____ Asian _____ Black/African American _____

Hispanic/Latino/Latina _____ Native Hawaiian/Pacific Islander _____ White _____

In the past seven (7) years, have you lived or worked outside the state of Michigan? Yes _____ No _____

Signature: _____ Date: _____

Candidate, return your completed signed Disclosure and Consent form directly to: Office of the Provost and Vice President for Academic Affairs, Western Michigan University, 1903 West Michigan Avenue, Kalamazoo, MI 49008-5204. Or by FAX 269-387-2377. Please don't email.