

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 or will engage in services that may include working with minors, in-classroom services or volunteer assignments, with Western Michigan University. I understand that this offer of employment or engagement for services at Western Michigan University is conditional upon satisfactory results of Consumer Reports and/or Investigative Consumer Reports (commonly known as "background reports") from a consumer reporting agency. I understand that Western Michigan University will use any such report(s) solely for employment-related purposes or engagement for services. 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.

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 Western Michigan University may request.

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 # **DO NOT WRITE IN; WE WILL CONTACT YOU VIA PHONE**

Date of Birth (mm/dd/yyyy) _____

Present Address _____

City/State/Zip _____

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

Contact Phone # _____ Email _____

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: Erica Martinez (erica.martinez@wmich.edu) and Cathy Smith (cathleen.smith@wmich.edu) **WITHOUT YOUR SSN WRITTEN IN.**

Revised 10/18/2023