



EMPLOYMENT SCREENING FORM

with attached Fair Credit Reporting Act Disclosure Statement

The LSU Agricultural Center (AgCenter) has an outstanding faculty and staff in which we take great pride. Because we place a high value on our faculty and staff and a strong and secure working environment, applicants for hire are thoroughly reviewed. As a part of this process, we ask that you authorize the release of background information to us. The information obtained will be kept confidential within the limits of the law.

Authorization and Supplemental Information

I am a serious applicant for employment with the LSU Agricultural Center. As such, I certify that the information provided to the LSU Agricultural Center both orally and in writing in all materials is accurate and complete. I authorize the AgCenter and any agent acting on its behalf to confirm this information and to secure necessary information from all my employers, references, and academic institutions. As part of this inquiry, my complete police and driving record may be reviewed and civil litigation records may be checked. I release all of those information providers, the AgCenter and any agent acting on its behalf from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications. I understand that this information is confidential and that disclosure of this information will be governed by AgCenter policy and state law.

I also understand that I have rights under the Fair Credit Reporting Act, which has been provided to me by the LSU Agricultural Center. This authorization will remain in effect throughout the term of employment.

I understand that any false or misleading statements I have made will be sufficient cause for rejection of my application or for dismissal if the AgCenter employs me. I have read and understand the preceding statement.

Full Name(Printed): Last _____ First _____ Middle _____

SIGNATURE _____ DATE _____

SSN _____ Other Names Used _____

Driver's License/State ID card # _____ State _____ Date of Birth _____

Home Telephone Number _____ Cell or Work Telephone Number _____

Current Address _____
Street Address and Apt. (if any) City State Zip

Have you resided in other cities/states in the past 7 years? [] YES [] NO. If YES, list all: _____

Have you ever been employed by the LSU AgCenter? [] YES [] NO If yes, title: _____

May we contact your current employer? [] YES [] NO If no, why? _____

Have you ever been convicted of a crime other than minor traffic violations? [] YES [] NO
NOTE. Drunk reckless or hit-run driving are not minor violations. Include any convictions by military trial. List ALL reportable convictions (including guilty pleas and fines paid). Failure to admit may be cause for disqualification. Use the back of this form if additional space is needed.

Offense Date of Conviction City, State Sentence

Have you ever been fired from a job or resigned to avoid dismissal? [] YES [] NO.
If yes, please provide details, including the reason, name and address of employer, and dates of employment.

FOR UNIT COMPLETION: Job Title _____ Posn. # _____

Unit: _____ Contact person/phone number _____

FOR HRM: _ CC _ SSN _ SO _ NCRL _ Sent: _____



Fair Credit Reporting Act Disclosure Statement

APPLICANT: Please read the following statement and complete the attached authorization form. Detach and retain this Disclosure statement for your records.

Fair Credit Reporting Act Disclosure Statement

Disclosure

The LSU Agricultural Center (AgCenter), when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a “consumer report” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant for employment or an employee of the AgCenter, you are a “consumer” with rights under the FCRA.

A “consumer reporting agency” is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing “consumer reports” to others, such as the AgCenter.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes. For AgCenter purposes, a consumer report may consist of a criminal background check, employment verification, reference checking, educational verification and/or civil litigation records check.

If the AgCenter obtains a “consumer report” about you, and if the AgCenter considers any information in the “consumer report” when making an employment related decision that directly and adversely affects you, you will be notified before the decision is finalized and you will be provided with a copy of the “consumer report.” You may also contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”



APPLICANT: Please read the following summary and complete the attached authorization form. Detach and retain this Disclosure Statement for your records. The following is a summary of your rights under the FCRA.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the

employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5OPT-OUT or 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

| FOR QUESTIONS OR CONCERNS REGARDING: | PLEASE CONTACT: |
|---|---|
| Consumer reporting agencies, creditors and others not listed below | Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357 (Toll Free) |
| National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name) | Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743 |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks) | Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693 |
| Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) | Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929 |
| Federal credit unions (words "Federal Credit Union" appear in institution's name) | National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600 |
| State-chartered banks that are not members of the Federal Reserve System | Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, MO 64108-2638 1-877-275-3342 |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission | Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306 |
| Activities subject to the Packers and Stockyards Act, 1921 | Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051 |