NEW HAMPSHIRE INSTITUTE OF ART Will Obtain a Background Check
You acknowledge and understand that in connection with your application for employment with NEW HAMPSHIRE INSTITUTE OF ART (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment, if hired, we may obtain a “consumer report” and/or an “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

Consumer Report Defined
A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. A common term for a consumer report is a “background check report.”

Investigative Consumer Report Defined
An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. An investigative consumer report might include, for example, calls to the personal references you provide or conversations with former supervisors or colleagues where you worked.

Reports May Contain
The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information may be obtained only after a tentative offer of employment has been made.

Your Rights as a Consumer
You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1’s files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to:

Trak-1 | Consumer Relations | 7131 Riverside Parkway | Tulsa, OK  74136
1-800-600-8999 | CustomerCare@Trak-1.com
AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is accurate and complete information required in order for NEW HAMPSHIRE INSTITUTE OF ART to request Trak-1 to perform a background check on you and in the process obtain a complete consumer report about you:

Full Legal Name: ________________________________

(First Name, Full Middle Name, Last Name)

All Previously Used Former or Other Names: (AKA, Maiden Names, Married Names, Surnames, Etc.) _____________________________________________

Current Street Address: ____________________________________________

City: __________________________ State: ______ Zip: __________

Prior Street Address 1: _____________________________________________

City: __________________________ State: ______ Zip: __________

Dates Resided Here: _______ to _______

Prior Street Address 2: _____________________________________________

City: __________________________ State: ______ Zip: __________

Dates Resided Here: _______ to _______

Prior Street Address 3: _____________________________________________

City: __________________________ State: ______ Zip: __________

Dates Resided Here: _______ to _______

Current Email Address*: __________________________ Gender**: M / F Race**: __________________________

Social Security Number: __________________________ Date of Birth**: __________________________

Driver’s License Number: __________________________ Issuing State: ______ Expiration Date: __________

Your signature below indicates the following:

1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to NEW HAMPSHIRE INSTITUTE OF ART any records or information referenced in the provided disclosure statement for employment;
2) You authorize NEW HAMPSHIRE INSTITUTE OF ART ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law;
3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish NEW HAMPSHIRE INSTITUTE OF ART and/or Trak-1 or any of either of their affiliated entities with any and all background information in their possession regarding you for these stated employment purposes;
5) You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
6) You have read and fully understand the foregoing disclosure and this authorization.
7) You certify all the information you have provided on this form is true, complete, correct and accurate; and
8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

APPLICANT/CONSUMER Signature: __________________________ Date: _______

*Your email address will be provided to notify you when any adverse public record information is being reported. ** This information will be used for background screening and record matching purposes only.

NOTICE REGARDING BACKGROUND CHECKS

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification.

CALIFORNIA APPLICANTS: Pursuant to § 1786.16(2) of the California Civil Code, requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.