



Notification and Authorization for Release of Information for Criminal Background Check

This is a check of your criminal background and does NOT include a credit check.

To be distributed to and completed by volunteer candidates during the interview process.

Department Name _____

Volunteer Position Title _____

Notice: In connection with your application to volunteer at The University of Iowa, a criminal background check may be requested or made on you.

Failure to provide consent will deny further consideration of your volunteer application. If the check reveals a criminal conviction, you will be informed of the record and be given a reasonable opportunity to provide clarifying information. If upon further review, it is The University of Iowa's judgment that the conviction has a nexus to the volunteer position for which you have applied, you will no longer be under consideration. If you seek future employment at The University of Iowa, the hiring department may be informed of this action and may be directed to take this information into consideration when evaluating your application and/or appointment.

Authorization: I hereby authorize without reservation, any party or agency contacted by The University of Iowa, any of its agents, or any entity employed by The University of Iowa for such purposes to furnish the above-mentioned information.

I have the right to make a request of The University of Iowa or its agents, under the federal Fair Credit Reporting Act, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I have received a copy of "A Summary of Your Rights under the Fair Credit Reporting Act."

Signed _____ Date _____

– The Following Information is Required –

Volunteer Name _____
(first name, middle name, last name)

Street Address _____

City, State, Zip _____

List all cities, states and zip codes you have lived in, if the above address does not encompass 7 years.

Other Names Used _____ Date of Change _____

Other Names Used _____ Date of Change _____

Driver's License Number _____ State Issued _____

Telephone Number _____ Social Security # _____

Date of Birth _____

– FOR INTERNAL USE ONLY –

Background Check Completed (Date) _____

Senior HR Unit Representative (Name) _____

Volunteer's Date of Birth _____ SS# _____

Check revealed conviction? Yes No

If yes, was the conviction determined to have a nexus to the volunteer position? Yes No

Date Adverse Action Letter Sent to Volunteer _____