

# LAFAYETTE COLLEGE

*Office of Human Resources*

Easton, Pennsylvania 18042 • TEL 610-330-5060 • FAX 610-330-5720 • [www.lafayette.edu](http://www.lafayette.edu)

## **EMPLOYMENT INQUIRY RELEASE**

In connection with your application for/continued employment with Lafayette College, on their behalf, CBY Systems Inc. will make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, residence, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination of past employments.

In compliance with the Fair Credit Reporting Act (FCRA), you are entitled to be informed if an offer of employment is withheld because of information obtained from CBY Systems Inc. and, in that event, upon your written request, we will provide a copy of the report we receive and the FTC notice, "A Summary of Your Rights Under the Fair Credit Reporting Act".

Please complete and sign the form which follows, authorizing, without reservation, any party, including, but not limited to, employers, consumer reporting agencies, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by CBY System Inc. to furnish any or all of the above mentioned information. Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.

PRINT FULL NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_ \*DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DRIVER LICENSE #: \_\_\_\_\_

MAIDEN OR OTHER NAMES USED: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

GRADUATION DATE: HIGH SCHOOL \_\_\_\_\_ COLLEGE \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

\*Date of birth is being requested only for the purposes of identification in obtaining accurate retrieval of records and it will not be used for discriminatory purposes. Revised 7/2015