

LAFAYETTE COLLEGE

Office of Human Resources

Easton, Pennsylvania 18042 • TEL 610-330-5060 • FAX 610-330-5720 • www.lafayette.edu

FAIR CREDIT REPORTING ACT CONSUMER REPORT NOTICE AND AUTHORIZATION

This Notice is to advise you that Lafayette College (the “College”) will request one or more consumer reports that may detail your criminal history, credit history, driving record, general reputation, character, personal characteristics, mode of living, and other background information as part of our employment application process.

No adverse employment action will be taken by the College on the basis of these consumer reports unless you have been provided beforehand with a copy of the report and a description in writing of your rights under the Fair Credit Reporting Act.

The Fair Credit Reporting Act requires that we obtain your written authorization before requesting consumer reports. Please complete the authorization form below so that we may continue the processing of your application.

AUTHORIZATION

I hereby authorize Lafayette College (the “College”) to obtain a copy of one or more consumer reports from one or more consumer reporting agencies for employment purposes. I understand that a consumer report may include information regarding my criminal history, credit history, driving record, general reputation, character, personal characteristics, mode of living, and other background information.

PRINT FULL NAME: _____

POSITION: _____

DATE: _____ *DATE OF BIRTH: _____

SOCIAL SECURITY #: _____ DRIVER LICENSE #: _____

MAIDEN OR OTHER NAMES USED: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL ADDRESS: _____

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 5/2018