



NOTICE AND ACKNOWLEDGMENT
IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT

NOTICE REGARDING BACKGROUND INVESTIGATION

Notre Dame of Maryland University ("the Company" or "Employer") may obtain information about you from a consumer reporting agency for University campus access purposes. Thus, you may be the subject of an "investigative consumer report". Please be advised that the nature and scope of the investigative consumer report obtained with regard to applicants for campus access is an investigation into any past criminal arrests, charges, and/or convictions conducted by Employment Background Investigations, Inc. (EBI), P.O. Box 629, Owings Mills, MD 21117, 1-800-324-7700. These reports may be obtained at any time after receipt of your authorization and, if you are approved, throughout your access period. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a Summary of Your Rights Under the Fair Credit Reporting Act. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from EBI all manner of consumer reports and investigative consumer reports now and, if you are approved, throughout the course of your access to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am approved, throughout my access period. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. [ ]

California applicants or employees only: By signing below you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. [ ]

- I.D. Cards must be displayed on the outer most garment while working anywhere on the campus of the Notre Dame of Maryland.
I.D. Cards are the property of Notre Dame of Maryland and are not transferable. I.D. cards must be returned to Di Vito at the conclusion of the job or upon expiration; whichever occurs first.
Any company whose employee does not return their issued Notre Dame of Maryland Vendor / Contractor I.D. card as stated above will be charged a \$75.00 replacement fee.
Notre Dame of Maryland may also conduct a limited background check of certain public records in order to determine any possible threat the applicant may pose to the campus community. Such public records may include State courts and sex offender registries.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY APPLICANT

The Following Information Is True And Correct To The Best Of My Knowledge And Will Be Used For Background Screening Purposes Only. Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.

Form with fields for Last Name, First Name, Middle Name, Other Last Names Used, Current Address, City, Date of Birth, Social Security No., Driver's License No., and Other States and Counties I Have Lived.

Company Name: \_\_\_\_\_ Company Address: \_\_\_\_\_
Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_
Job Location: \_\_\_\_\_

PUBLIC SAFETY USE ONLY

Type of Card Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Photo: yes no Issued by: \_\_\_\_\_
Background Check: yes no Comments: \_\_\_\_\_
Date Card Returned: \_\_\_\_\_ Received By: \_\_\_\_\_