



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of Human Resources

CPO 24-A
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-5094
FAX: (859) 622-6667
www.hr..eku.edu

Eastern Kentucky University Richmond, Kentucky Release for Background Investigation

I authorize Eastern Kentucky University to make any and all necessary and appropriate investigations to verify the information provided within my application for employment and/or interview process, including national and state criminal records, educational credentials, and sex offender checks. References and other investigations obtained are done so in confidence and I understand that my rights to view any reference materials are waived.

All information obtained will be used in strict compliance with all provisions of the FCRA and the Americans with Disabilities Act and all other applicable law including federal and state equal opportunity laws and regulations.

I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

Applicant's Name: _____

Other Names Used: _____

Applicant's Physical Address: _____

City/ State/ Zip _____

Social Security Number: _____

Driver's License Number and State: _____

Name as appears on Driver's License: _____

Date of Birth: _____

NOTE: Date of Birth information is used ONLY by for verification of identity and is not used for any purpose by the employer.

Signature of Applicant: _____

Printed Name of Applicant: _____

Phone Number: _____ Date Signed: _____

Applicants should return signed form to hiring Department

TO BE COMPLETED BY DEPARTMENT:

Hiring Dept. _____ **Position Title** _____

Position # (if applicable) _____ **Position Status: Full or Part Time**

Position Type (circle one): Faculty/ Staff/ Student workstudy/ Graduate Asst./ Temporary Staff

Required Degree to be verified (faculty only) _____ **(please attach vitae)**

Contact name and number with results: _____

