



EASTERN KENTUCKY UNIVERSITY
RELEASE FOR BACKGROUND INVESTIGATION

INSTRUCTIONS: Applicants must complete and return this signed form to either the Hiring Department or Human Resources.

I hereby **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 (PRINTED) _____

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* _____

SIGNATURE OF APPLICANT _____ DATE _____

PHONE NUMBER _____ EMAIL _____

**Date of Birth information is used ONLY for verification of identity and not for any other purpose.*

TO BE COMPLETED BY HIRING DEPARTMENT

HIRING DEPARTMENT _____ POSITION TITLE _____

POSITION NO. (IF APPLICABLE) _____ POSITION STATUS (CIRCLE ONE): FULL OR PART TIME

POSITION TYPE (CIRCLE ONE): FACULTY / STAFF / STUDENT WORK STUDY / GRADUATE ASST. / TEMPORARY STAFF

REQUIRED DEGREE TO BE VERIFIED (FACULTY ONLY) (PLEASE ATTACH VITAE): _____

DEPARTMENT CONTACT (NAME AND NUMBER) _____