

Procedures for completing the Criminal Background Check Notification and Release Form:

The hiring department should fill out the top right section of the form and send (or hand) it to the candidate. The candidate must fill out and return the Criminal Background Check Notification and Release Form **directly** to the Human Resources Office, in one of five ways:

- Fax to: 910-962-3840
- E-mail form: Ivor Dikkers: [dikkersi@uncw.edu](mailto:dikkersi@uncw.edu)
- US Mail: Human Resources, 601 South College Rd., Wilmington, NC 28403-5960
- Hand Delivery: 1612 Military Cutoff Road, Suite 242 Wilmington, NC
- Campus mail: Box 5960 (envelope must be sealed by applicant)

**Departments should not view, request or keep copies of the Notification and Release form once it is completed by the candidate.**

**Note regarding convictions:**

A previous conviction does not automatically disqualify a candidate. Eligibility for employment depends on a variety of factors such as the nature of, and circumstances surrounding, the crime; the time elapsed since the conviction; the rehabilitation record; the actions and activities of the individual since the crime including work history; the truthfulness and completeness of the candidate in disclosing the conviction; and the relevance of the conviction to the job.

Candidates must disclose all convictions for unlawful offenses. This includes but is not limited to DUI/DWI, worthless checks, violations of local ordinances or statutes that resulted in a fine or incarceration, misdemeanors, felonies, etc. Guilty verdicts, guilty pleas, prayers for judgment (PJC) and pleas of nolo contendere (no contest) must be included. For example, convictions include not just “serving time,” but also paying fines and restitution.

Minor traffic offenses such as parking tickets, registration violations, inspection violations, speeding less than 15 miles an hour over the speed limit, etc., do not need to be reported. Major offenses which result in a conviction **MUST** be reported and include, but are not limited to, DWI, DUI, Reckless driving, speeding more than 15 miles an hour over the speed limit.

Candidates do not need to list things for which they have court documentation that the conviction(s) has been sealed or expunged.

If any conviction, regardless of category or severity, appears on a criminal background check report and the applicant did not fully disclose the conviction prior to the check, the applicant may be considered ineligible for employment based on falsification of application documents in accordance with N.C.G.S. §126-30.



Department Name: \_\_\_\_\_  
 Vacancy Number/Position Title: \_\_\_\_\_  
 Banner Fund Account Number: \_\_\_\_\_  
 Notification Results to: \_\_\_\_\_

Check/Select Position Type:			
Perm SPA	Perm Faculty	Perm EPA	Volunteer
Temp SPA	Temp Faculty	Temp EPA	Other

**NOTIFICATION AND RELEASE**

Company Name: University of North Carolina Wilmington

The information contained in my application for employment or volunteer status with University of North Carolina Wilmington (hereinafter, "The Company") is true to the best of my knowledge and belief. I understand that any misrepresentation or false statement made by me in connection with the application or any related documents which is deemed material by The Company shall result in The Company not considering me for employment or volunteer status or, if engaged by The Company, terminating my employment or volunteer status. I understand and agree that all information furnished in my application and all attachments may be verified by The Company or its authorized representative. I hereby authorize all individuals and organizations named or referred to in my application and any law enforcement organization to give The Company all information relative to such verification and hereby release such individuals, organizations and The Company from any and all liability for any claim or damage resulting therefrom. I hereby acknowledge that I have been informed by The Company that The Company may seek to obtain a consumer report and/or investigative report that will include personal information regarding me, including but not limited to, educational history, work references, driving record, drug testing and criminal convictions or arrest records if allowed, in order to assist The Company in making certain decisions regarding employment or volunteer status. I further acknowledge notification by The Company that reports may be provided to The Company by other firms subcontracted for that purpose. I, my heirs, assigns and legal representatives, hereby release and fully discharge The Company, its parent and affiliated companies and the respective officers, directors, shareholders, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against The Company, its parent, affiliates or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations. The Company agrees to inform you if a decision regarding employment or volunteer status has been influenced by information contained in a consumer report, made at our request by Castle Branch, Inc. You may obtain a free copy of the report within sixty days by calling Castle Branch, Inc. collect at (910) 815-3880 or toll free at (888) 520-0520. The Company will make available to you "A Summary of Your Rights Under The Fair Credit Reporting Act."

**PLEASE PRINT**

Name (First, Middle, Last) \_\_\_\_\_ Date of Birth (mo/day/yr) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Maiden Name or "AKA" (First, Middle, Last) \_\_\_\_\_ Dates Used (yr) from \_\_\_\_\_ to \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

1. Have you ever been convicted of a crime? This includes violations of local ordinances and state and federal laws that resulted in paying a fine, being incarcerated, and/or receiving probation or community service or paying restitution for a misdemeanor or felony. YES  NO
2. Have you ever entered a plea of guilty, a plea of no contest, a plea of nolo contendere or an Alford plea or received a deferred prosecution or prayer for judgment continued to a criminal charge? YES  NO
3. Have you otherwise ever accepted responsibility for the commission of a crime? YES  NO
4. Do you have any criminal charges pending against you? YES  NO
5. Are you a current UNCW Employee? YES  NO
6. Have you completed a Background check with UNCW previously? YES  NO

*If the answer to any of the questions above is 'Yes', please explain in the field provided below. Please note a "Yes" answer does not mean you cannot be hired. The offense and how recently it occurred will be evaluated.*

Current and previous address(es). **PROVIDE ALL ADDRESSES FOR PREVIOUS 7 YEARS.** (Use extra page if necessary)

Street \_\_\_\_\_ From \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_ To \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

For Employer Use Only	
Contact: <u>Ivor Dikkers</u>	Email: <u>dikkersi@uncw.edu</u>
Phone: <u>(910) 962-2103</u>	Fax: <u>(910) 962-3840</u>

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA at <http://www.ftc.gov/os/statutes/fcra.htm>, 15 U.S.C. §§1681-1681u. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item,

- they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
  - **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
  - **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
  - **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
  - **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.
  - **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [.www.ftc.gov/credit](http://www.ftc.gov/credit)

**The FCRA gives several different federal agencies authority to enforce the FCRA:**

**FOR QUESTIONS OR CONCERNS REGARDING**

CRAs, creditors and others not listed below

**PLEASE CONTACT**

Federal Trade Commission  
Consumer Response Center- FCRA  
Washington, DC 20580 \* 202-326-3761

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Office of the Comptroller of the Currency  
Compliance Management, Mail Stop 6-6  
Washington, DC 20219 \* 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Federal Reserve Board  
Division of Consumer & Community Affairs  
Washington, DC 20551 \* 202-452-3693

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Office of Thrift Supervision  
Consumer Programs  
Washington D.C. 20552\* 800- 842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)

National Credit Union Administration  
1775 Duke Street  
Alexandria, VA 22314 \* 703-518-6360

State-chartered banks that are not members of the Federal Reserve System

Federal Deposit Insurance Corporation  
Division of Compliance & Consumer Affairs  
Washington, DC 20429 \* 800-934-FDIC

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Department of Transportation  
Office of Financial Management  
Washington, DC 20590 \* 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921

Department of Agriculture  
Office of Deputy Administrator-GIPSA  
Washington, DC 20250 \* 202-720-7051