## 

## **Consent for Pre-Employment Reference and Background Checks**

I acknowledge and agree that any offer of employment made to me by the Georgia Technology Authority (GTA) is conditional upon the GTA’s ability to obtain satisfactory reference and background checks. Whether or not such checks are satisfactory is subject to GTA’s sole discretion. I understand that GTA shall conduct such employment reference and background checks within the confines of all applicable state and federal laws, and may include, without limitation, work history, education, character, criminal history, motor vehicle and driving records, credit history, social security number and eligibility to work in the United States.

In consideration of GTA’s review of my application for employment, I hereby waive and release GTA and its officers, employees and agents, of and from all claims or liabilities relating to or arising from GTA’s inquiry into such information, including, but not limited to, claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

I hereby voluntarily consent to and authorize GTA, or its authorized representative bearing this release or copy thereof, in connection with my application for employment with GTA, to investigate all statements in my employment application and to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: names and dates of previous/current employment, work experience, workers’ compensation claims, criminal history records (from local, state, federal, international, and other law enforcement agencies’ records) sexual offenders lists, warrants records, motor vehicle records, military records, educational verification, license verification, credit history, civil cases, Office of the Inspector General for the Government Services Administration (OIG/GSA), Office of Foreign Assets Control (OFAC)/Patriots Act, any sanction lists, FBI finger printing, and drug testing.

I further understand that information obtained as a result of such investigation(s) may be used as a basis for denial of employment, promotion, reassignment or retention to the position sought, as well as termination of my employment if assignment to the position has occurred pending completion of the investigation and its evaluation. I also understand that refusal to agree to the investigations cited above, and to authorize release of resulting information, will result in termination of the employment process as it pertains to my seeking any position with GTA. I authorize GTA or its representatives to make these inquiries and to secure any necessary information from all my employers, references, government entities and academic institutions, and I agree to cooperate in this process. I further acknowledge and understand that if GTA takes an adverse action against me based in whole or in part upon a consumer report provided by a consumer reporting agency, I will be informed of that fact, given a summary of my rights under the Fair Credit Reporting Act, provided with a copy of the consumer report, and given the name, address, and telephone number of the consumer reporting agency that provided the consumer report.

I authorize all persons who may have information relevant to this search to fully disclose such information to GTA, or its agents, and I hereby release all persons involved in this search from any and all claims and liability arising from their giving or receiving any of the above-mentioned information. I hereby further authorize that a photocopy or facsimile of this authorization be considered as valid as the original. Should there be any questions as to the validity of the release, you may contact me as indicated below.

By submittal, I hereby acknowledge that I have read, understand and agree to the preceding statements and to the best of my knowledge and belief; the information on the application form is true and correct.  This authorization shall remain on file throughout the duration of my employment with GTA (if any), and shall serve as ongoing authorization for GTA to procure background reports at any time during my employment with GTA (if any.)

|  |  |
| --- | --- |
| **Signature: Date:** | |
| Printed Name ( First, Middle, Last, Maiden): | |
| Social Security Number: | Telephone Number: |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Name: | Social Security Number: |
| Street Address: | |
| City, State, Zip: | |
| Aliases: | |
| Sex: | Race: |
| Height: | Weight: |
| Eye Color: | Hair Color: |
| Date of birth: | Place of birth: |

If any additional information relative to change of name or use of an assumed name or nickname is necessary to enable a check on your background, please explain below.

**EDUCATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME OF COLLEGES OR UNIVERSITIES  ATTENDED | LOCATION  (City & State) | START DATE  mm/yyyy | END DATE  mm/yyyy | MAJOR | TYPE OF DEGREE  (BA/BS/MA/PhD) | DATE DEGREE COMPLETED |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

DRIVERS’ LICENSE INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Drivers’ License # | State | Last Name\*\* | First Name\*\* | Middle Name\*\* |
|  |  |  |  |  |

**\*\*** Name must be **exactly as listed on the license** or verification will fail.

PENDING CHARGES AND CONVICTIONS

**CRITICAL: Failure to list all information on criminal charges, pending charges, and/or convictions (Question 1 & 2) will result in the employment offer being withdrawn or your separation from employment. Pleas of *nolo contendere* must be listed. Charges processed under Georgia’s First Offender Act are not required to be listed IF all requirements are being or have been met. (e.g., fines paid, community service, probation, etc. are being or have been completed). If unsure of the status, please discuss with the hiring official or Human Resource Office *prior* to signing this form. (NOTE: DUI’s cannot be processed under Georgia’s First Offender Act, and all convictions, *nolo* pleas or pending charges for DUI must be listed.)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Have you ever been convicted by Federal, State, or other law-enforcement authorities, for any violation of any Federal law, State law, County or Municipal law, regulation, or ordinance?  Yes  No If the answer is “Yes”, state the reason convicted, the date convicted and the place where conviction took place. (*This includes all felonies or misdemeanors, including traffic violations for which a fine of greater than $35.00 was imposed. Please do not include anything that happened before your sixteenth birthday.* ***All convictions must be included even if they were pardoned.***) | | | | | |
|  | CHARGE(S) ON WHICH CONVICTED | DATE CONVICTED | | NAME OF COURT WHERE CONVICTED | | PARDONED  (Yes or No) |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  |  | |  | |  |
| 2. | Are there any charges now pending against you by Federal, State, or other law-enforcement authorities, for any violation of any Federal law, State law, County or Municipal law, regulation or ordinance? (*Please do not include anything that happened before your sixteenth birthday*.)  Yes  No If the answer is “Yes”, provide the following information. Your opportunity to be employed will not be jeopardized unless and until the arrest results in a conviction or a plea of guilty. | | | | | |
|  | VIOLATION(S) CHARGED | | DATE CHARGED | | NAME OF COURT & PLACE WHERE PENDING | |
|  | |  | |  | |
|  | |  | |  | |
| 3. | Space for continuing answers or explanations: (*Show Section numbers to which answers or explanations apply. Attach a separate sheet if more space is needed.*) | | | | | |
|  |  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |

LIST CHRONOLOGICALLY ALL OF YOUR RESIDENCES FOR THE PAST SEVEN YEARS

(Beginning with your current residence.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | |  |  |  |  |
| From  mm/yyyy | To  mm/yyyy | Street | City | County | State |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**LIST CONTACT INFORMATION ON YOUR LAST 3 EMPLOYERS**

(List current or most recent employer first)

|  |  |  |
| --- | --- | --- |
| Company name: | | Street address:  stree |
| City: | State & Zip: | Telephone #: |
| Name and title of company official who can verify your employment: | | |
| Your hire date: (mm/yyyy) | | Termination date: (mm/yyyy) |
| Last title held: | | Final salary: |
| Reason for Leaving: | | |
|  | | |
| Company name: | | Street address:  stree |
| City: | State & Zip: | Telephone#: |
| Name and title of company official who can verify your employment: | | |
| Your hire date: (mm/yyyy) | | Termination date: (mm/yyyy) |
| Last title held: | | Final salary: |
| Reason for Leaving: | | |
|  | | |
| Company name: | | Street address:  stree |
| City: | State & Zip: | Telephone #: |
| Name and title of company official who can verify your employment: | | |
| Your hire date: (mm/yyyy) | | Termination date: (mm/yyyy) |
| Last title held: | | Final salary: |
| Reason for Leaving: | |  |