

Background Check Disclosure Form

Agreement

The University of South Carolina conducts background screenings on faculty/staff as a condition of employment or in connection with student, volunteer or affiliate capacity here on campus. The screenings are conducted by General Information Systems (GIS), an outside agency, in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The University may obtain a consumer credit report and/or an investigative consumer report on you from GIS for employment purposes as an applicant or during the course of employment.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, education, credentials, professional licenses, identity, past addresses, social security number, previous employment and personal references. **The timeframe of the report will list the criminal history since the age of 18.**
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an “investigative consumer report.” This type of report is legally defined as a report based upon interviews that may contain information relating to your character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact The University of South Carolina’s Recruitment and Employment Office at 803-777-3821 or visit their office, located at 1600 Hampton Street, Ste. 117, Columbia, South Carolina 29208. You may also contact our consumer reporting agency, General Information Services, Inc. (GIS) directly at 866-265-4917. GIS’ mailing address is P.O. Box 353, Chapin, South Carolina 29036. For information about GIS’ privacy practices, please visit [their website](#).
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the University of South Carolina’s Recruitment and Employment Office shall provide to you a copy of the report and a description in writing of your rights under FCRA. The Consumer Financial Protection Bureau’s “Summary of Your Rights under the Fair Credit Reporting Act” is available in [English](#) and [Spanish](#). You may also contact the Recruitment and Employment Office to request a copy of the report.
4. **California Provisions:** In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: you have the right to inspect GIS's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals shows proper identification and pays for any copying or toll charges; the consumer/applicant/employee may be accompanied by one other person who must show proper identification; and trained GIS personnel will explain any of the information in the report and will provide written explanation for any coded information.

Signature:

Print Name:

Date: