

Ramapo College of New Jersey Applicant/Employee Background Investigation Authorization & General Release

Based on a conditional offer of employment from Ramapo College of New Jersey (the "College"), I understand that minimally I am subject to a background check consisting of a social security number trace, criminal record search, sex offender registry search and degree verification. Additional pre-employment verifications such as credit check, psychological screen and motor vehicle records check may be applicable based on position specific requirements.

I expressly authorize the College, its authorized agents, representatives, vendors or employees to contact and obtain information from all references (personal and professional), employers, federal and state agencies, consumer reporting agencies, licensing authorities and educational institutions and to verify the accuracy of all information provided by me as part of the employment application process.

I understand that the background check process will be conducted in a manner consistent with the provisions of The Opportunity to Compete Act and the federal Fair Credit Reporting Act and I will receive a copy of the publication, "A Summary of Your Rights under the Fair Credit Reporting Act."

I hereby waive any and all rights and claims I may have regarding the College, its authorized agents, representatives, or employees for seeking, gathering and using information in a lawful manner in the pre-employment process.

I understand that the College does not discriminate in its employment practices and information obtained from any preemployment process will not be used for the purpose of limiting or eliminating me from consideration for employment on any basis prohibited by applicable federal, state or local law.

This Applicant/Employee Background Investigation Authorization & General Release does not constitute an offer of employment.

I HEREBY CERTIFY that there are no omissions, falsification of information or misrepresentation of facts, in any information that I have provided the College. Further, I understand that false or misleading statements or omissions of facts will be cause for rescission of a conditional offer or dismissal from employment with Ramapo College of New Jersey. Further, I have read, fully understand and accept this Applicant/Employee Background Investigation Authorization & General Release.

(Please print legibly)

(Please Print)		(Please Sign)				
Foday's Date:	Date:			Department:		
Social Security #:		Dat	e of Birth:			
Current Address:				*		
Street		City		State	ZIP	

New Jersey's Public Liberal Arts College

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To:

Department of Human Resources

505 Ramapo Valley Road, Mahwah, NJ 07430-1680 Phone (201) 684-7506 Fax (201) 684-7508 www.ramapo.edu

Director of Human Resources

Memorandum

Re: DRI\	/ER'S LICENSE EXTRACT Date:	
Your position College will be	has been identified as one required to operate a motor vehicle conducting a driver and/or vehicle record check with the De	cle as part of the job duties. As a result, the partment of Motor Vehicles.
This record wi obtained. You	Il be maintained in the Department of Human Resources. You have the right to protest the information in the records with the	ou have the right to see what information was ne Department of Motor Vehicles.
past driving re at the College temporarily los	nse valid in the State of New Jersey is a condition of employer be aware that your continued employment is contingent upon cord is good and that your license is currently in good standing, your driver's license is ever suspended or revoked, or you st your driving privilege in the State of New Jersey, it is you the Director of Human Resources of this fact.	n the Extract certification indicating that your ag. If, during the course of your employment
To signify that information be	at you have been informed of these College requirements, low.	kindly sign your name and complete the
		Signature of Applicant/Employee
		Title
Distribution:	Employee Personnel File Unit Director	Date

From: