

For Dept. Use:

Hiring Agent \_\_\_\_\_

Position Name/Number: \_\_\_\_\_

Dept. Name/Fund-Dept. \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

**WESTERN MICHIGAN UNIVERSITY  
DISCLOSURE AND CONSENT CONCERNING CONSUMER  
AND INVESTIGATIVE CONSUMER REPORTS**

I hereby attest that I have been extended an offer of employment or will engage in services that may include working with minors, in-classroom services or volunteer assignments, with Western Michigan University. I understand that this offer of employment or engagement for services at Western Michigan University is conditional upon satisfactory results of Consumer Reports and/or Investigative Consumer Reports (commonly known as "background reports") from a consumer reporting agency. I understand that Western Michigan University will use any such report(s) solely for employment-related purposes or engagement for services. I attest that I have been given a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681, g & c. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by Western Michigan University.

I attest that I have been given a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681, g & c.

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This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that Western Michigan University may request.

Type your legal name and address as it appears on your current or most recent driver's license or State Identification. If you handwrite this information, write legibly; illegible handwriting will cause a delay in processing your report.

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

All previous names (including maiden name) if applicable \_\_\_\_\_

Social Security # **DO NOT WRITE IN; WE WILL CONTACT YOU VIA PHONE**

Date of Birth (mm/dd/yyyy) \_\_\_\_\_

Present Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Start Date of Residency (present address) Month \_\_\_\_\_ Year \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Email \_\_\_\_\_

In order to insure accurate criminal history reports, our background check vendors HireRight and Michigan State Police requires the following Sex and Race/Ethnicity information to be used solely in conjunction with the criminal history report and for no other use.

Sex: Female \_\_\_\_\_ Male \_\_\_\_\_

Race/Ethnicity (check all of the groups below that apply):

American Indian/Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_ Black/African American \_\_\_\_\_

Hispanic/Latino/Latina \_\_\_\_\_ Native Hawaiian/Pacific Islander \_\_\_\_\_ White \_\_\_\_\_

In the past seven (7) years, have you lived or worked outside the state of Michigan? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate— Please return this completed and signed form directly to: [provost-budget@wmich.edu](mailto:provost-budget@wmich.edu)

**DO NOT INCLUDE YOUR SOCIAL SECURITY NUMBER ON THIS FORM—**

**Expect a phone call within 3 business days of sending this information.**