



Consent Form for Current Employees Background Check

In connection with my employment with Kutztown University of Pennsylvania, (the "Employer") for the purpose of obtaining criminal background and child abuse records consistent with 23 Pa.C.S. §6344,

By signing below I give my consent and authorization to this Employer, their screening agent and any agency contacted in connection with this application has my authority only to obtain the following:

- A criminal history record check from the Pennsylvania State Police (PSP) or statement from the PSP that I have not been convicted of a reportable offense.
- A Certification from the Pennsylvania Department of Human Services as to whether I have been named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse within the last five years.
- A federal criminal history record check from the Federal Bureau of Investigation for the purpose of verifying my identity and obtaining a current record of any criminal arrests and convictions. I will agree to submit a full set of fingerprints to obtain this report.

I understand that this consent will hold firm throughout my employ with the Employer for use in annual background checks, promotions and other security related matters deemed as needed by the Employer that require background screening.

I release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Employer any information or data they may request pursuant to this release.

A photo or faxed copy of this release will act as the original and shall be valid for this and any future reports or updates that may be requested by the Employer in connection with my employment.

Signature _____ Date _____

Full Name _____
Print

Names/Aliases/Maiden names used in the past:

Social Security Number _____ Date of Birth _____

Driver's License Number _____ State of Issue _____

Present Address _____

City, State, Zip _____

Current Position at Kutztown University: _____

Current Department: _____



Department of Human Resources

Kemp Building ♦ 454 Normal Avenue ♦ Kutztown PA 19530

Phone: 610-683-1353 ♦ Fax: 610-683-4641 ♦ Email: HR@kutztown.edu

PROFILE SHEET

Current Position:

DEPARTMENT:

FULL NAME (Last, First & Middle):

LIST PREVIOUS / ALIASES / MAIDEN NAMES:

STREET ADDRESS:

APARTMENT / UNIT #:

CITY

STATE

ZIP CODE

PHONE:

ALTERNATE PHONE NUMBER:

EMAIL ADDRESS:

Have you ever worked for Kutztown University: ☐ Yes ☐ No If yes, indicate date of employment and departments below:

Are you a US citizen? ☐ Yes ☐ No If not, do you have a legal right to work in the US? Please explain below.

Criminal History:

- **CRIMINAL OFFENSE** includes felonies and misdemeanor offenses.
- **CONVICTION** is an adjudication of guilt and includes determinations before a court, a district justice or magistrate and pleas of nolo contendere (no contest) that result in a fine, sentence or probation.
- For this question disregard: minor traffic violations (no points), offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program.
- A "Yes" answer is not necessarily a bar to employment.

WERE YOU EVER CONVICTED OF A CRIMINAL OFFENSE? ☐ Yes ☐ No

If you answer "Yes", please provide a written explanation in the space below.

AGREEMENT

Notice of Availability of Annual Security Report

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Kutztown University; and on public property within or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Department of Public Safety & Police Services at one of the following: Mailing address: Kutztown University, Department of Public Safety & Police Services, P.O. Box 730 Kutztown, PA 19530 Phone 610-683-4002 / Fax 610-683-1530 Email: publicsafety@kutztown.edu

I certify that all statements made by me on this application and any supporting material included are true and correct to the best of my knowledge and belief, and are a full and complete disclosure. I agree that if employed, any misrepresentation or falsification regardless of when discovered, shall justify disciplinary action, including termination. I understand that Kutztown University will conduct a complete background investigation as part of the hiring process. I also authorize Kutztown University of Pennsylvania to contact my previous employers and references.

By SIGNING BELOW, I certify that I have read and agree with these statements.

Employee's Signature

Date