

NOTICE REGARDING BACKGROUND CHECK

IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION

The University of Notre Dame (“the University”) intends to conduct a background check to verify the information contained in your application for employment and to help determine whether you are a suitable candidate for such employment. The background information obtained may include, but is not limited to, information about academic degrees, prior employment, criminal record and a drug test. If you are employed by the University, under certain circumstances (such as if you are suspected of theft and/or fraud related to your employment, or if you are applying for or being considered for a promotion or change of assignment), the University may conduct an additional background check during the course of such employment. Upon your execution of the following Authorization, the University may obtain certain background information from an outside agency. Execution of the following Authorization is a required step in your application for employment at the University.

If the University intends to use any information obtained through this background check in whole or in part in making an adverse employment decision, the University will provide you with (1) a copy of your background report and (2) a written summary of your rights under the Fair Credit Reporting Act before making the adverse decision.

AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND CHECK (“the NOTICE”), and certify that I have read and understand the NOTICE and this Authorization. I hereby authorize the University of Notre Dame to obtain background information about me from an outside agency for purposes of evaluating any aspect of my application for employment and/or my future employment with the University.

SIGNATURE

DATE

PRINTED NAME

SOCIAL SECURITY NUMBER

ADDRESS

DATE OF BIRTH

CITY, STATE, ZIPCODE

COUNTY OF RESIDENCE

DEPARTMENT

FOAPAL NUMBER

PARENT SIGNATURE (If under age 18)