Authorization/Consent & Release for Background Check

I acknowledge that it is the responsibility of Des Moines Area Community College (DMACC) to hire qualified applicants, and that it is the responsibility of the College to make inquiries as the College, in its discretion, deems relevant to assess work performance. I authorize the College, or its agents, to contact references, and to make such other inquiries as the College deems relevant to assess my qualifications for the position for which I am applying.

By this document we are disclosing to you that a consumer report, including an investigative consumer report containing information as to your character, general reputation, and personal characteristics, including, but not limited to verification of credit history (except California), workers compensation, criminal history from various state and private sources along with other public records available, social search and motor vehicle records, may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. Should an investigative consumer report be requested, you will have the right to demand a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

Notice to California Applicants: Under Section 1786.22 of the California Civil Code, You may view the file maintained on you by PreTrax during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at PreTrax's offices in person at 10 Center Street, Chagrin Falls, Ohio 44022, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone (440-247-1600). If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

Please read the following statement and indicate your agreement by signing below:

I authorize all persons, investigative agencies, business organizations, schools, companies, corporations, credit bureaus and law enforcement agencies to supply DMACC and/or its agents with an investigative consumer report containing any information concerning my background. I authorize DMACC, the Iowa Department of Criminal Investigation, PreTrax, Inc., its partners, personnel, and/or agents to conduct and interpret interview procedures they believe necessary. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for reporting agencies to procure consumer reports or investigative consumer reports at any time during my employment period. I hereby release all involved in obtaining, providing, and/or utilizing any consumer reports and/or investigative consumer reports from any and all claims and damages of any kind whatsoever.

Finally, I understand that signing this authorization does not create an employment contract, and that a job offer is not final until all hiring conditions have been met and all required approvals have been obtained.

Please complete the following information and sign below to signify your authorization and receipt of the foregoing information.

Have you ever lived or worked outside the State of Iowa as an adult? ☐ Yes ☐ No

Applicant Last Name | First Name | Middle Name or Initial

Date of Birth | Social Security Number

Current Street Address | City/State/Zip

Applicant's Signature | Today's Date

Parent or Guardian Signature required if applicant is under 18 years old. | Today's Date