

**BACKGROUND AND REFERENCE INVESTIGATION  
AUTHORIZATION AND RELEASE FOR EMPLOYMENT PURPOSES**

As part of its employment screening and selection procedures, Liberty University (hereafter referred to as "Company") requires that a background investigation and a check of references be conducted. The objectives of the investigation are to verify information provided during the application process, investigate references and identify any factors that might be inconsistent with Company employment requirements.

I, \_\_\_\_\_, give Company permission and authority to conduct a background investigation and reference check into my past and current activities. I understand and consent to an investigation that may include, but is not limited to, information as to my personal character, general reputation, verification of previous employment and employment references, verification of education, credit history, motor vehicle driving record, social security wage information, criminal records, sex offender registries and other information contained in public records.  
(applicant's name)

I authorize and request any Former Employers, Schools, Police Departments, States, Cities and Counties, or any other Person to furnish Company all of the following requested concerning:

- |                   |                |                 |                         |
|-------------------|----------------|-----------------|-------------------------|
| My Work Habits    | Character      | Criminal Record | Reasons for Termination |
| Reputation        | Driver Record  | Salary History  | Workers' Comp Claims    |
| Education History | Credit History |                 |                         |

And all other relevant information requested by Company.

**By checking this box, I am indicating my present employer should NOT be contacted.**

I hereby release all Persons, Companies, Corporations, Schools, or individual from all liability and responsibility that may result from providing Company with such information as requested.

I understand that if hired, my employment is for no definite period of time, consistent with state law, and may be terminated with or without cause and with or without notice, at any time, at the option of either Company or myself. No employee, representative, manager, official or supervisor of Company other than the Human Resource Office has any authority to enter into any agreement for employment for a specified period of time or make any agreement relative to employment that is contrary to the foregoing. Any such employment agreement will be in writing, signed by the designated officer and clearly specifying its term.

I understand that I have the right to request the complete and accurate disclosure of the nature and scope of any investigative consumer report performed.

_____ First, Middle, Maiden, Last Name	_____ Social Security Number
_____ Current <u>Street</u> Address (No P.O. Box please)	_____ City, State, Zip Code
_____ Driver's License Number and Issuing State	_____ Date of Birth
_____ Signature	_____ Date

**PLEASE NOTE:** The *Age Discrimination in Employment Act of 1967* prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.