



# Authorization to Obtain Pre-Employment Background Information

**Release of Information for Employment Purposes.** In connection with my application for employment with Stony Brook University, hereafter "employer", pursuant to 15 U.S.C. §1681, et. seq., I hereby authorize employer and its designated agents and representatives to conduct a pre-employment background check. I understand the scope of the report will be limited to the following areas: verification of Social Security number; current and previous residences; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; where job related motor vehicle records, including traffic citations and registration; where job related, Office of Inspector General (OIG) search to ascertain my current status with the OIG List of Sanctioned Individuals, and to conduct a General Services Administration (GSA) search of their List of Parties Excluded to ascertain my current status in the GSA; and any other public records. **This authorization specifically excludes the release of credit and medical information.**

Applicant Information						
The information provided will be used for identification purposes only.						
Last Name	First Name	Middle Name	E-mail Address			
Date of Birth (MM/DD/YYYY)	Social Security Number	If you have been known by, or used any name(s) other than that indicated above, indicate name(s) here.			Phone Number (     )	
Have you ever been employed by Stony Brook University or The Research Foundation of SUNY?    Yes <input type="checkbox"/> No <input type="checkbox"/>						
If yes, please indicate the location and dates:						
Residential Address Information: Starting with your current address, please provide previous addresses for the last <u>seven (7)</u> years. Please provide month and year for each residential address. If additional space is needed, please use reverse side.						
From	Current	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
<ul style="list-style-type: none"> <li>I understand that I must provide my date of birth to adequately complete this screening and acknowledge that my date of birth will not affect any hiring decisions.</li> <li>I hereby release employer and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at anytime result to me because of compliance with this authorization and request to release.</li> <li>I hereby affirm that information provided contains no willful misrepresentations and that the information given by me is true and complete. I certify that the information that I have provided is complete and accurate.</li> <li>I authorized Stony Brook University to conduct a Pre-Employment Check, pursuant to the Federal Fair Credit Report Act, 15 U.S.C. §1681, et. seq. You have the right under that statute, to request from the investigative agency performing the background check, the report they have prepared in conjunction with your application for employment. You have authorized and requested all courts and law enforcement agencies to release such information without restriction or qualification.</li> </ul>						
Applicant Signature				Date		
Stony Brook University Use						
VP Area	Department	Department Contact		Department Contact Phone		

Stony Brook University is a Drug Free Workplace Stony Brook University is an affirmative action, equal opportunity employer and prohibits discrimination on the basis of race, sex, sexual orientation, gender identity, religion, age, color, creed, national or ethnic origin, disability, marital status, genetic information, criminal conviction, domestic violence victim status, and/or military status.

If you need a disability-related accommodation, please call Human Resource Services Recruiting & Employment Services Unit at (631) 632-1757 or Stony Brook University Hospital Human Resources at (631) 444-4700.