



Background Check
Confidential
Information/Disclosure
Release Form

The purpose of this agreement is to inform you that, as a part of our procedure for processing your Employment application, an outside agency will make an investigative report and present it to us for review. The information provided below will not be shared with those involved in the interviewing process, but will be held by Human Resources until after an offer of employment has been made, and will be used solely for the purpose of obtaining the investigative reports referenced above.

The reports may include a Criminal Background search, a driving record check, a credit report, and a social security number trace report. This information is also required for individuals being granted access to Pfeiffer University IT systems or volunteering on campus).

By providing the information requested below, and signing this document, you are releasing any and all persons, companies, agencies, or others, from liability resulting from your background investigation.

(Name – printed – first, middle, last) Signature

Date of Birth Social Security # Drivers Lic. #/State

Mailing Address City State Zip

Current e-mail address Telephone #

Date Reason for background check (position applied for or relationship to Pfeiffer)

CONFIDENTIAL

(Return to Human Resources)