

# Background Release Form

For Office Use Only:

Package:

Visual Compliance:

Scanned:

Date:

## I. Information

A. Equal Opportunity Statement: Within the specifications of job requirements, the University of Colorado is an Affirmative Action Employer. There is no discrimination for or against any applicant, to include Race, Color, Religion, Sex, National Origin, Age, Sexual Orientation, Political Affiliation or Handicaps.

B. Pre-Employment Inquiry: The PHQ is the basis for a pre-employment inquiry designed to verify the information set forth in support of the application. The pre-employment inquiry will entail a query of appropriate Federal, State, County and Municipal law enforcement agencies regarding a possible criminal history. Personal data such as Sex, Date of Birth, Social Security Account Number and Physical Description are necessary to obtain accurate information and to protect the applicant from an incident of mistaken identity.

## II. Instructions

Complete this form and return it to the University of Colorado Colorado Springs Human Resources Office. Upon receipt of this signed document, the Human Resources Office will initiate the background check using an ELECTRONIC consumer-reporting agency such as HireRight, Inc. and/or Visual Compliance, Inc. You must provide an email address to complete this process.

## III. Request for Pre-Employment Inquiry (to be completed by Hiring Authority)

The person identified on the PHQ is considered for employment without department. Please implement an inquiry to verify personal data furnished by the applicant. No inquire will be contacted without the requestor's signature and other information.

Department Requesting Background Check	Department Phone Number	Date	
	Was this person hired through CU Careers?	Yes	No
Name of Department Contact	Is this person a:	Rehire	New Hire Promotion
Speed Type to Charge	Title for which background is conducted	Requisition #	Job Code #
Everyone receives National Sex Offender & Criminal background checks. Additional check(s) requested: Motor Vehicle Credit			

## IV. Authority to Release Information (to be completed by Applicant)

I authorize representatives of the University of Colorado to make any and all appropriate inquiries regarding the information listed above. I hereby release you or others from any liability or damage which may result from furnishing the information requested. I understand that any false information or deliberate omissions on this document or any other employment document of the University of Colorado at Colorado Springs Campus may be grounds for dismissal and/or termination.

Legibly Print Applicant's Name (First Middle Last)

Legibly Print Email Address  
(Use UCCS email address if applicable)

Signature of Applicant

Text Friendly #

Date

Please return this form to Human Resources, by clicking the submit button to send via email. If you did not complete this form electronically you can scan and send it to [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu). Within 48 hours you should receive a link from HireRight Inc. and/or Visual Compliance Inc. to complete your personal information.

SUBMIT TO HR

**UCCS** Human Resources  
UNIVERSITY OF COLORADO  
COLORADO SPRINGS

Revised March 2018