



**EMPLOYMENT APPLICATION**

**General Information**

Date:		
Last Name:	First Name	Middle:
Other names under which you have worked or received a degree:		
Current Address:		Years at this Address:
City:	State:	Zip Code:
Permanent Address (if different from current):		Years at this Address:
City:	State:	Zip Code:
Previous Address:		Years at this Address:
City:	State:	Zip Code:
E-mail Address:		
Telephone - Home:	Work:	Cell:

**Equal Opportunity**

Southwest Baptist University is an equal opportunity employer. Our policy is to consider all applicants without regard to race, color, national origin, sex, age, disability or marital status in employment, admissions or access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law. Any person having inquiries concerning Southwest Baptist University's compliance with the regulations implementing Title VI, Title VII, Title IX or Section 504 is directed to the Director of Human Resources or the Director of Enrollment Management, Southwest Baptist University, 1600 University Avenue, Bolivar, Missouri 65613. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title VII, Title IX or Section 504.

**Position Information**

Position Applying For:
Date you are available for work:
Type of employment desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal
Desired starting salary:
How did you find out about this position:
Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No
You are expected to report to work as scheduled; will you be able to report to work the scheduled hours of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No

Does your spouse, parent, parent-in-law, aunt, uncle, cousin, brother, sister, grandparent, child or grandchild work for Southwest Baptist University? Yes No
If "Yes", please identify the individual(s). The University's policy on nepotism prohibits direct supervision of/by relatives.

## Education

Starting with your most recent institution, list your education.

(For foreign education: Any foreign location information that does not fit in the fields below can be added in the "Comments or Additional Information Field. For the State field, use the "AA" designation to indicate foreign location. Also, enter your student ID number and the institute's web address in the "Comments or Additional Information" field. Please also include and send a copy of your degree with your Application.)

Institution 1			
Name:	City:	State:	Dates Attended (From, To):
Did you graduate?	Degree:	Major:	Minor
Comments or Additional Information:			

Institution 2			
Name:	City:	State:	Dates Attended (From, To):
Did you graduate?	Degree:	Major:	Minor
Comments or Additional Information:			

Institution 3			
Name:	City:	State:	Dates Attended (From, To):
Did you graduate?	Degree:	Major:	Minor
Comments or Additional Information:			

Institution 4			
Name:	City:	State:	Dates Attended (From, To):
Did you graduate?	Degree:	Major:	Minor
Comments or Additional Information:			

## Employment History

List your employment history, starting with your most recent employer. (Any foreign location information should be added to the address field; for the State field, use the "AA" designation to indicate foreign location.)

Employer 1			
Name	Address	City	State:
Telephone:	Type of Business:	Job Title:	Dates Employed (From, To):
Supervisor Name:			
Major Responsibilities:			
What skills and knowledge did you have to possess to perform the job?			

Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary: Starting: Ending:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason you left or are considering leaving/Comments			

<b>Employer 2</b>				
Name	Address	City:	State:	Dates Employed (From, To):
Telephone:	Type of Business:	Job Title:		Supervisor Name:
Major Responsibilities:				
What skills and knowledge did you have to possess to perform the job?				
Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary: Starting: Ending:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason you left or are considering leaving/Comments				

<b>Employer 3</b>				
Name	Address	City:	State:	Dates Employed (From, To):
Telephone:	Type of Business:	Job Title:		Supervisor Name:
Major Responsibilities:				
What skills and knowledge did you have to possess to perform the job?				
Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary: Starting: Ending:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason you left or are considering leaving/Comments				

<b>Employer 4</b>				
Name	Address	City:	State:	Dates Employed (From, To):
Telephone:	Type of Business:	Job Title:		Supervisor Name:
Major Responsibilities:				
What skills and knowledge did you have to possess to perform the job?				
Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary: Starting: Ending:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason you left or are considering leaving/Comments				

<b>Employer 5</b>				
Name	Address	City:	State:	Dates Employed (From, To):
Telephone:	Type of Business:	Job Title:		Supervisor Name:
Major Responsibilities:				
What skills and knowledge did you have to possess to perform the job?				
Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary: Starting: Ending:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason you left or are considering leaving/Comments				

<b>Employer 6</b>				
Name	Address	City:	State:	Dates Employed (From, To):
Telephone:	Type of Business:	Job Title:		Supervisor Name:
Major Responsibilities:				
What skills and knowledge did you have to possess to perform the job?				
Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary: Starting: Ending:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason you left or are considering leaving/Comments				

**Doctoral Information**

<b>Are you in a Doctoral Program?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", explain your status, giving reference to: hours, preliminary and major exams, major professor, language, residence, committee, topic and expected date of completion:
Title and Summary of Master's Thesis:
Title and Summary of Doctoral Dissertation:

**Professional**

Please list any professional meetings, papers presented, professional addresses or speeches and current membership in professional organizations, listing the most recent first:

Professional Meeting(s)	Date

Papers Presented and Professional Addresses or Speeches	Date

Current Membership in Professional Organizations	Please indicate any leadership roles

**Skills and Qualifications**

Please summarize any training, skills, licenses, and/or certifications or other qualifications you have that may be related to the position for which you are applying:

**Professional References**

List five professional references who have knowledge of your experience and qualifications for the position for which you are applying. Do not include relatives. NOTE: Do not include people you do not want us to contact during the pre-employment evaluation process.

Name	Position	Years Known	Telephone/Email:

Comments or Additional Information:

**Statements of Religious Faith**

Are you a Christian?  
 Yes  
 No

Are you a church member?  
 Yes  
 No

If "Yes", please list name of church and city and state of church location:

Pastor's Name:	Denomination:
----------------	---------------

List additional roles you may have in your church:

Please provide your Statement of Religious Faith:

## University Principles and Expectations

Please read the Southwest Baptist University Principles and Expectations below, then sign the statement that follows.

As a distinctively Christian and Baptist institution, Southwest Baptist University believes it should demonstrate how the life-values commanded in Scripture can be integrated with academic instruction. These values include a sensitivity to the needs of the larger community; a commitment to justice, mercy and personal integrity; a desire for moral growth; and a sense of mutual accountability. The moral values of the University are expressed as ethical standards and are guided by an understanding of Scripture and a commitment to its authority regarding all areas of Christian faith, learning and living.

Because of the prevailing moral confusion in our society, the University must speak clearly about Christian ethical standards. Five statements of ethical standards have been adopted by the Board of Trustees for the University family, which is composed of students, faculty, staff, administrators and trustees. These standards concern Academic Integrity, Christian Lifestyle, Sexual Conduct, Marriage and Family Responsibility, and Respect for People and Property.

These statements of ethical standards guide the University in its obligations to students and others in the University family who are involved in an honest pursuit of the truth by requiring integrity in academic pursuits, by encouraging a Christian approach to sexuality, by supporting a stable family life and by modeling responsible Christian interpersonal relationships. The University is committed to providing education and counsel to those of its community; to extending Christian love to those involved in strife, marital discord or the struggle for proper sexual expression; and to demonstrating the acceptance of the forgiveness for human failure which is available through Jesus Christ.

### STATEMENT ON ACADEMIC INTEGRITY

**PRINCIPLE:** Truthfulness, diligence and commitment are part of the very nature of God. God's plan for believers is that their nature will become like His. Because of this, our lives should demonstrate these qualities. Scripture commends personal integrity and condemns that which undermines it.

**EXPECTATION:** Academic integrity is based on truthfulness and is the responsibility both of faculty and students. Faculty members are responsible for maintaining integrity in their academic pursuits. Faculty members also have the responsibility for setting and clarifying academic requirements for the work of students. Academic integrity is a personal responsibility of students to represent as their own work in reports, papers or examinations only what they are entitled to present honestly. Academic integrity also includes the collective responsibility of faculty members and students to ensure that all uphold the spirit and letter of this principle. Conduct which violates academic integrity includes cheating in any form on examinations and presentations of the ideas or writings of others without proper credit.

### STATEMENT ON CHRISTIAN LIFESTYLE

**PRINCIPLE:** Scripture teaches that believers are set apart to God's purpose through sanctification, but will sin. Scripture also demands that believers demonstrate a lifestyle that is distinctively different from that of non-believers.

**EXPECTATION:** A Christian lifestyle is expected of all members of the University family. It consists of demonstrating those attitudes produced by the gift of the Spirit, practicing truthfulness in all relationships or activities and exhibiting our dedication to Christ through our commitment to excellence in daily work or academic activities. A Christian lifestyle avoids such specific sins as greed; jealousy; pride; lust; bitterness; uncontrolled anger; prejudice based on race, sex or socioeconomic status; use of alcohol as an intoxicant; substance abuse; stealing; profanity; dishonesty; occult practices; illegal activities; use of pornography; and sexual sins, such as pre-marital sex, adultery and homosexual behavior.

### STATEMENT ON SEXUAL STANDARDS

**PRINCIPLE:** Scripture teaches that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage and insists on sexual abstinence for those who are unmarried.

**EXPECTATION:** All members of the University family should abstain from unbiblical sexual practices and from behavior which may lead to a violation of God's standards on sexual activities.

### STATEMENT ON MARRIAGE AND FAMILY

**PRINCIPLE:** God's ideal for marriage is a lifelong covenant between one man and one woman. Scripture views marriage as a witness to the permanent relationship between Christ and His Church and the family as God's first institution.

**EXPECTATION:** The University has a concern over the increasing pressure being placed by external and internal forces on the institution of marriage. It recognizes the struggle of those within the University family who strive to keep their marriages stable under these pressures. Nevertheless, members of the University community should not enter into divorce except under the most severe circumstances and then only after pursuing all possible options, including counseling, and after considering the impact of divorce on their families, their personal lives, and their professional responsibilities at SBU.

### STATEMENT ON RESPECT FOR PEOPLE AND PROPERTY

**PRINCIPLE:** Scripture teaches that all people, regardless of their socioeconomic, physical, mental or spiritual condition, are individuals of worth in the eyes of God. Scripture also teaches that ownership of property is to be respected. It exhorts Christians to look out for the welfare of other people, to be good stewards of the possessions God has given and to be honest with one another.

EXPECTATION: The University expects behavior from all members of the University family that demonstrates the highest standard of respect for people and property and that exemplifies the Christian commitment to loving one another. Certain behaviors are not acceptable according to this ethical standard. These include sexual harassment, disrupting the rights of others to pursue appropriate University activities, depriving individuals of the use of their property or depriving the University of the use of its property.

UNIVERSITY RESPONSE

The University recognizes a responsibility to assist all members of the University family to grow spiritually, mentally and emotionally. The University responds to that responsibility by offering opportunities for education, ministry, encouragement and worship. The University encourages members of its family to take advantage of these opportunities.

This process of growth sometimes involves failure to meet expectations. The University, as a place of learning, prefers to deal with that failure as an opportunity for redemption and future growth. In those few cases where the individual has willfully ignored the expectations and refuses all opportunities for redemption or where the failure causes substantial public damage to the institution, the University may find it necessary to sever the relationship with the individual.

**THE SOUTHWEST COMMITMENT**

“Our belief [is] that there is only one God, who is the creator, and redeemer, and that the world is sustained by Him. We believe that God, the source of all truth, has given us His inspired Word, the Bible, as the perfect treasure of divine instruction, the sole authority for our faith and practice. We believe that the revelation of God through the life and teachings of Christ challenges us to become Christ-like in all our endeavors...”

*Adopted 1979 by the University Board of Trustees*

This statement of University Principles and Expectations, based on the central truth of the Southwest Commitment and adopted by the Trustees in 1994, is not intended as a legalistic code of ethics, but is an attempt to outline the expectations of the University family of Southwest Baptist University. Everyone who becomes a part of this University family has a right and a responsibility to fully understand what is expected of them in conduct and attitude. It must be clear what has and what should continue to make Southwest Baptist University distinctive.

Please sign the statement below once you have completed reading the above Principles and Expectations:

I have read thoroughly the above Southwest Baptist University Principles and Expectations. I agree to live and abide by these.

Signature (type your full name):

Date:

**Certification**

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SUBMITTING YOUR APPLICATION**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application may result in disciplinary action, up to and including termination.

I hereby authorize all my present and former employers, school authorities and persons listed as personal references to furnish Southwest Baptist University (SBU) or any agent acting on its behalf, information concerning my personal character, work habits and employment record (such as statements of the reasons for termination or separation of my employment), work performance, abilities and other qualities pertinent to my qualifications for employment. I hereby release all such persons and SBU and their respective trustees, cabinet members, directors, employees or agents, in both their individual and representative capacities, from any and all liability for damages of whatever nature arising from furnishing or receiving the requested information.

SBU is hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of SBU's choice. I also understand that, upon written request, I will be informed if a consumer credit report was requested, and if such a report was requested, I will be told the name and address of the agency furnishing the report.

I understand that I may be required to undergo screenings for substance abuse as a condition of employment. I also understand that my employment with SBU is "at will" and may be terminated by SBU or by me at any time and for any reason or no reason at all with or without notice.

It is understood that misrepresentation of information on this application may be cause for termination or rescission of an offer of employment.

I understand that if I am sending this application by electronic means, that I am affixing an electronic signature to this certification statement. I acknowledge that my electronic signature is as valid as my hand-written signature.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE STATEMENTS CONTAINED WITHIN THIS APPLICATION.

Signature (type your full name):

Date:

## Background Check Disclosure and Authorization

Part of the evaluation / hiring process involves a routine background check. Employment Screening Services, Inc. (ESS) is the preferred provider of background screening services for Southwest Baptist University.

To initiate the background screening, we need additional information from you and your authorization.

The information provided will only be used for employment purposes and for performing a routine background check and will not be disclosed to anyone not involved with that process. All data is protected and highly secure. All federal and state privacy laws are respected. The Employment Screening Services, Inc. privacy policy can be found the end of this Application form.

### Disclosure Regarding Background Investigation

#### A Consumer Report May be Procured for Employment Purposes on Behalf of Southwest Baptist University

A consumer report or investigative consumer report including information about your character, general reputation, personal characteristics or mode of living may be obtained. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.

According to the Fair Credit Reporting Act, you have the right upon written request made within a reasonable time to: ask whether you are the subject of a consumer report, request a disclosure of the nature and scope of an investigative consumer report if one was obtained; and request a copy of your report.

Please be advised that the nature and scope of the most common forms of investigative consumer reports are employment verifications and/or reference checks. These searches will be conducted by Employment Screening Services, Inc. 627 E. Sprague, Suite 100, Spokane, WA 99202, 1-800-473-7778, [www.employscreen.com](http://www.employscreen.com). However, the scope of this disclosure is all-encompassing, allowing Southwest Baptist University to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

- I have read, acknowledge and understand the above.**

#### A Summary of Your Rights Under the Fair Credit Reporting Act

Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

**For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

**You may have additional rights under Maine's FCRA, Me. Rev. Stat. Ann. 10, Sec 1311 et seq.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.



- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	PLEASE CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations or credit unions also should list, in addition to the CFBP:	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	General Counsel for Aviation Enforcement & Proceedings Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration Area Supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

#### Additional State Law Notices

If you are a California, Maine, Minnesota, Massachusetts, New Jersey, New York or Washington applicant, please also note:

**California:** Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA's file on you with proper identification, as follows:

- \* In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via
- \* telephone, if you have made a written request, with proper identification, for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- \* By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

**Maine:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer

reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such report.

**Minnesota:** You have the right to submit a written request to the consumer reporting agency (e.g. ESS, Inc.) for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered on you. The consumer reporting agency must provide you with the disclosure within five days of receipt of your request or the date the Company requested the report, whichever is later.

**Massachusetts:** You have the right to know whether the Company requested an investigative consumer report about you and, upon written request to the Company, to receive a copy of any such report. You also have the right to ask the consumer reporting agency (e.g. ESS Inc.) for a copy of any such report.

**New Jersey:** You have the right to submit a request to the consumer reporting agency (e.g. ESS, Inc.) for a copy of any investigative consumer report the Company requested about you. You also have the right to request from the consumer reporting agency a written summary of your rights under the New Jersey Fair Credit Reporting Act.

**New York:** You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. You have a right to a copy of Article 23-A of the New York Corrections law before your background check is obtained.

**Washington:** If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from us a complete and accurate disclosure of the nature and scope of the investigation we requested. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

### Information Disclosure and Authorization

The data below is requested for verification and identification purposes only. All federal and state privacy laws are respected. Personal and private information is secured and protected from unauthorized or accidental disclosure and is retained only as long as is required by law. At no time and under no circumstances is personally identifying information released, shared, sold or in any manner provided to persons or entities not authorized in writing by you.

Have you ever been convicted of a felony since the age of majority? (Note: an affirmative response to this question will not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", state the nature of the crime(s), when and where convicted and disposition of the case:	
Social Security Number:	
Date of Birth:	
Driver's License State:	Driver's License Number:
Name exactly as it appears on Driver's License or ID card:	

#### Authorization

I acknowledge reading the documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION, ADDITIONAL STATE NOTICES and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I understand these three documents.

I voluntarily and knowingly authorize for employment purposes only, any present or past employer or supervisor, university or institutions of learning, court of law, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, personal reference and/or other persons, to give records or information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, credit history, educational transcripts, general reputation, character or other information requested to Employment Screening Services, 627 E. Sprague, Suite 100, Spokane, WA 99202, 1-800-473-7778, [www.employerscreen.com](http://www.employerscreen.com) and/or Southwest Baptist University itself.

I understand that if hired, my consent will apply throughout my employment unless I revoke or cancel it by sending a signed letter to Southwest Baptist University's Human Resources office at 1600 University Avenue, Bolivar, MO 65613.

I understand and acknowledge that if I affix an electronic signature to this document, that my electronic signature is as valid as my hand-written signature.

Signature (type your full name):	Date:
----------------------------------	-------

CA, OK AND MN APPLICANTS ONLY: You have the right to receive a copy of any consumer reports or investigative consumer reports should one be requested on you for employment reasons.

- I wish to be furnished with a copy of my consumer and/or investigative consumer report should one be ordered.

# Employment Screening Services Privacy Policy

08/01/2017

Employment Screening Services, Inc. (ESS) is committed to protecting the privacy of our clients, of visitors to our website, and of the individuals ("consumers") on whom we conduct background screens at our clients' request. As a consumer reporting agency governed by the U.S. Federal Fair Credit Reporting Act ("FCRA") enforced by the investigatory and enforcement powers of the Federal Trade Commission among other federal authorities, ESS strives to maintain a high level of confidentiality, integrity and security of personal information that it collects.

Personal information is obtained only with the consumer's informed consent and written authorization. Only the personal information that is actually needed for verifications and searches is collected. Personal information is protected from unauthorized or accidental disclosure and is only seen by those persons who need it to perform their job -- to provide our clients with the services authorized by the consumer to whom it relates. Personal information is retained only as long as is required by law after which it is properly destroyed as to prevent unauthorized access to or use of the information.

Our employees are comprehensively screened and trained to ensure that information is handled responsibly and in accordance with this Privacy Policy. We maintain strict physical, electronic and procedural safeguards that comply with state and federal regulations to guard a consumer's nonpublic and public personal information.

Consumers have the right to see all information about them held by Employment Screening Services, Inc. Additionally, ESS has a dispute resolution department that expeditiously addresses all inquiries and complaints regarding information provided to our clients.

**Under penalty of law and in accordance with the Fair Credit Reporting Act (FCRA 15 U.S.C. § 1681r), ESS does not share, disclose or sell any information to third parties without the expressed, written consent of the consumer to whom the information pertains.**

## EU-U.S. and Swiss-U.S. Privacy Shield Principles

### Our Commitment and Affirmation

Employment Screening Services, Inc. complies with the EU-US and Swiss-US Privacy Shield Frameworks as set forth by the U.S. Department of Commerce regarding the collection, use and retention of personal information from EU member countries and Switzerland. ESS certifies that it adheres to the Privacy Shield Principles of: Notice; Choice; Accountability for Onward Transfer; Security; Data Integrity and Purpose Limitation; Access; and Recourse, Enforcement and Liability. If there is any conflict between the policies in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program and to view the Employment Screening Services, Inc., certification page, please visit <https://www.privacyshield.gov/>. There are other unrelated screening services with the same name as ESS; we have no subsidiaries or affiliated companies. Our certification will show the corporate office address of 627 E. Sprague Ave, Spokane, WA 99202 USA.

### 1. Notice

Before ESS receives personal information about consumers from its clients, all clients have certified to ESS that: (1) they have obtained the consumer's informed written consent to share this information with ESS; (2) they have disclosed to the consumer they are requesting a background check for employment purposes; and, (3) they will use consumer information provided by ESS for legally permissible purposes (such as hire, promote, reassign, retention). Furthermore, before a client's individual representative receives the consumer information needed to complete his/her job, he/she must provide an individual certification to the same effect. ESS and its clients will not use consumer information for an incompatible purpose, nor will consumer information become part of a database of consumer information.

Personal information collected by ESS will be done so for HR - employment-related purposes only. The type of may include, but is not be limited to full name, former name(s) if any, address history, personal identifiers or biometric data, criminal record history, employment history, educational history and driving records. Pursuant to the terms of its contract with its clients, ESS uses this information to prepare an employment screen that meets its clients' employment screening needs. The nature and scope of the report is disclosed to the consumer at the time he/she authorizes the consumer report. Also see "Access" for additional information.

ESS commits to applying the Privacy Shield Principles to all data collected, including public records and publicly available information. ESS agrees to cooperate with the EU data protection authorities (DPAs) and the Swiss Federal Data Protection and Information Commissioner (FDPIC) with respect to all data, human resource or otherwise, collected in the context of the employment relationship and covered under the Privacy Shield. ESS will comply with any advice given by the DPA within 25 days of receipt. ESS understands that if its explanation or compliance measure is not satisfactory, the DPA may refer the matter to the Federal Trade Commission. Further, ESS cooperates with public authorities and may disclose personal information in a response to lawful requests by public authorities, including meeting national security or law enforcement requirements.

## **2. Choice (opt-out of sensitive information)**

ESS gives consumers a choice to opt out of the collection of personal information by virtue of the fact that personal information is only collected with the consumer's explicit written consent. Prior to the collection of any personal information, ESS provides the individual a disclosure document that clearly imparts this fact. Therefore, to opt-out of the process prior to the collection of any personal information, the individual should not sign the authorization document permitting such collection of information. To reiterate, the information collected is only utilized for the purposes described above in the section on "Notice."

In the event the individual wishes to opt-out or amend his or her written authorization to collect personal information that was already given to ESS, the individual may withdrawal or amend his/her consent by notifying ESS through the contact information provided on this page, on its website and on the disclosure document provided to the consumer at the time written authorization was given. This does not mean that information already collected will be erased or deleted. Various compliance laws may require that ESS maintain the data on file for a period of time.

Sensitive information (i.e., personal information relating to medical or health conditions, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or information concerning the sex life of the individual) will not be collected without the consumer's specific, affirmative, express consent (opt in).

## **3. Accountability for Onward Transfer (to third parties)**

The information obtained by ESS is only transferred to an end-user entity that has been specifically authorized by the consumer to receive the data, or to a designative agent acting on behalf of the end-user, and only for the purpose described in the section under "Notice" and "Choice." ESS takes proactive steps to insure that an individual who receives information on the behalf of the end user will personally maintain privacy and confidentiality (see "individual certification" described in the section under "Notice.") Each transfer of information to the end user includes a notification reiterating the privacy and confidential certifications made regarding the use and protection of the information.

ESS takes precautionary steps to safeguard personal information disclosed to its representatives and subcontractors. ESS discloses only the minimum personal information to its reps and subcontractors that is necessary to deliver to ESS (for the benefit of ESS's client) the requested product or service. Prior to such disclosure, ESS screens the third-party and obtains their written agreement to abide by relevant principles of the EU-US and Swiss-US Privacy Shield Frameworks. In addition, ESS will disclose consumer information to these third parties only after they certify they will maintain commercially reasonable security measures to protect the confidentiality, integrity and security of personal information. ESS recognizes the potential liability in cases of onward transfer to third parties.

## **4. Security**

ESS takes all reasonable and appropriate measures to protect personal information from loss, misuse, unauthorized access, disclosure, alteration and destruction. For example, ESS utilizes a 128-bit encryption on a secured server for all Internet communications. Furthermore, only ESS employees who need the information to perform a specific job are granted access to personally identifiable information. Strong password protection protocols are used on all computers. All employees are kept up-to-date on our security and privacy policies. Finally, the servers that are used to store personally identifiable information are kept in a secure environment, with appropriate security measures. Full documentation of ESS security systems is available upon request. Destruction of consumer information follows the Federal Trade Commission's requirements that the information be unreadable upon disposal.

## **5. Data Integrity and Purpose Limitation**

ESS only collects data that is strictly necessary for the purposes listed under the section on "Notice." The data includes information that is necessary to identify the consumer for purposes of collecting employment related information. ESS makes every reasonable effort to assure maximum possible accuracy in the information collected. Regarding public record information that is likely to have an adverse effect on the consumer, ESS maintains strict procedures to insure the information is accurate, complete and up-to-date (per FCRA rules 613 (a)(1)(2). ESS will adhere to the Privacy Shield Principles for as long as it retains such information, regardless of our future certification status. ESS cannot be responsible for errors within court records and within the records of other consumer reporting agencies, such as credit bureaus. Therefore, ESS cannot act as a guarantor of information.

## **6. Access**

In accordance with the EU-US and Swiss-US Privacy Shield Frameworks, the FCRA, and other applicable laws, upon proper identification of the consumer, ESS will disclose to consumers who inquire, without requiring any justification for their inquiry, the right to: (i) obtain a confirmation of whether or not ESS has personal information about them; (ii) full access to (inspect and/obtain copies) all information ESS may have about them; (iii) obtain names of end users of the their information collected by ESS, when it was collected, and for what specific purpose; and (iv), to request

ESS to correct, amend or delete information where it is inaccurate or has been processed in violation of the Principles. ESS will respond to access requests in a timely manner and in a manner that is readily intelligible to the individual.

## **7. Recourse, Enforcement, and Liability**

In compliance with EU-US and Swiss-US Privacy Shield Principles, ESS commits to resolve consumer complaints about your privacy and our collection or use of your personal information by means of in-house verification by the management of this company. EU and Swiss individuals with complaints and inquiries regarding this privacy policy should first contact ESS by any of the following means:

Phone: +1 509-624-3851 / 1-800-473-7778

Fax: +1 509-624-2905 / 1-800-321-2905

Email: [info@employscreen.com](mailto:info@employscreen.com)

Website: [www.employscreen.com](http://www.employscreen.com)

Post: ATTN: Privacy Officer, Employment Screening Services, Inc., 627 E. Sprague Ave, Spokane, WA USA

ESS will respond to each and every consumer complaint within 45 days of receiving a complaint. ESS has further committed to refer unresolved privacy complaints under the EU-US and Swiss-US Privacy Shield Principles to an independent dispute resolution mechanism, the BBB EU PRIVACY SHIELD, operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed, please visit <http://www.bbb.org/EU-privacy-shield/for-eu-consumers> for more information and to file a complaint.

Because ESS may process human resource information concerning residents in the European Economic Area (includes EU countries and Iceland, Liechtenstein and Norway) and Switzerland, we fully commit to cooperation with the countries' data protection authorities (DPA's). Therefore, if ESS is unable to satisfactorily resolve a question or complaint regarding our privacy practices, you may raise your concern to the attention of your DPA, which will establish a panel to investigate and resolve complaints brought under the Privacy Shield. ESS will fully comply with the advice given by data protection authorities and take necessary steps to remediate any non-compliance with the Privacy Shield Principles.

## **Verification of Privacy Shield Practices through Self-Assessment**

Through self-assessment, ESS attests and asserts that its Privacy Shield privacy practices are true and have been implemented as represented and in accordance with the Privacy Shield Principles. Prior to requesting personal information from a consumer and prior to obtaining the consumer's written authorization to collect personal information for its client, ESS attests that it provides the consumer with easy access to its EU-US and Swiss-US Privacy Shield Policy. This disclosure includes the process for in-house handling of complaints, as well as the independent recourse mechanism available at no charge. ESS agrees that under certain conditions the individual may invoke binding arbitration before a Privacy Shield Panel. A statement verifying self-assessment of Privacy Shield Practices is signed by a corporate officer once a year and is available upon request by the consumer or in context of an investigation or complaint of non-compliance.

-----

ESS is governed by FCRA regulations as enforced by the U.S. Federal Trade Commission and the Consumer Financial Protection Bureau. As a Washington State USA corporation and a licensed private investigative agency, we are also governed by the rules and regulations of the state. ESS is a founding member of the National Association of Professional Background Screeners and strictly adheres to its professional standards, code of conduct, ethical business practices and its promotion of compliance with the Fair Credit Reporting Act.

Any questions regarding this Privacy Policy may be directed to:

Chief Privacy Officer

Employment Screening Services, Inc.

627 E. Sprague Ave.

Spokane, WA 99202

USA

PH: 1-509-624-3851 / 1-800-473-7778 FX: 1-

509-624-2229 / 1-800-321-2905

[ess@employscreen.com](mailto:ess@employscreen.com)