



OFFICE OF HUMAN RESOURCES

PHILADELPHIA, PA 19141-1199 • 215-951-1013 • FAX: 215-951-1453

Authorization and Release for Background Checks

I authorize La Salle University and its agents to conduct the required background checks for my position on me. As part of the background investigation, La Salle University may obtain criminal conviction history records, sex offender registry status, vehicle operating records, court records, or any other matter related to my criminal background. I authorize this information to be obtained by a consumer reporting agency in the discretion of the University. The Office of Human Resources will also conduct a credential and degree verification. I authorize La Salle University to use the information and reports it obtains for any lawful employment purpose including in connection with decisions relating to my employment.

I release La Salle University, its officers, employees, and/or agents, as well as any person or entity providing information on my background pursuant to this authorization, from any and all liability in relation to the information obtained from any and all of the above-referenced sources used.

I have voluntarily signed this release to assist in the evaluation of my employment qualifications. I agree and understand that certain criminal convictions and other discrepancies deemed relevant to my position of employment may disqualify me from continued employment in said position and/or any other continued employment with the University.

FOR EMPLOYMENT CANDIDATES, EMPLOYEES, STAFF, AND NON-TENURED FACULTY: I agree that if this investigation at any time reveals that I provided false information to, or omitted information from, La Salle University, then disciplinary action may occur, including rescinding a conditional offer of employment and termination of my employment with La Salle University, without liability. I understand that, like all other communication with La Salle University, this form does not alter the employment at will relationship. Either I or La Salle University may terminate my employment at any time without cause.

FOR TENURED FACULTY: I agree that if this investigation at any time reveals that I provided false information to, or omitted information from, La Salle University, then disciplinary action may occur, including consideration of whether the circumstances warrant dismissal, with cause, as set forth in the Faculty Handbook, without liability.



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Please list below any criminal activity of which you were convicted or any criminal charges to which you entered a plea of no contest within the **past seven years**. If not applicable, please write "N/A". You may also provide an explanation for any such criminal conviction or plea. Include the date of the conviction or plea, the state and locality in which the conviction or plea was entered, and also the nature of crime of which you were convicted or to which you pleaded no contest:

I have read this document, I understand it, and I agree to its terms.

Candidate Signature: _____

Printed Name: _____

Date: _____