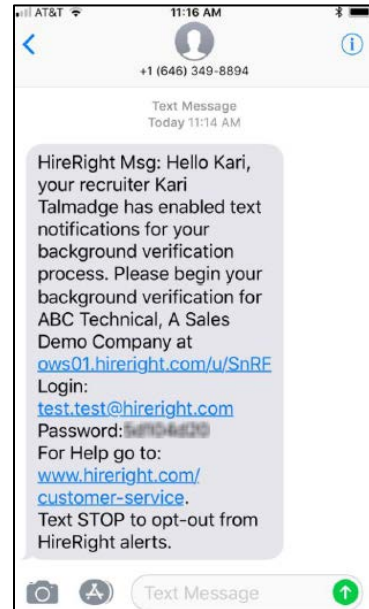
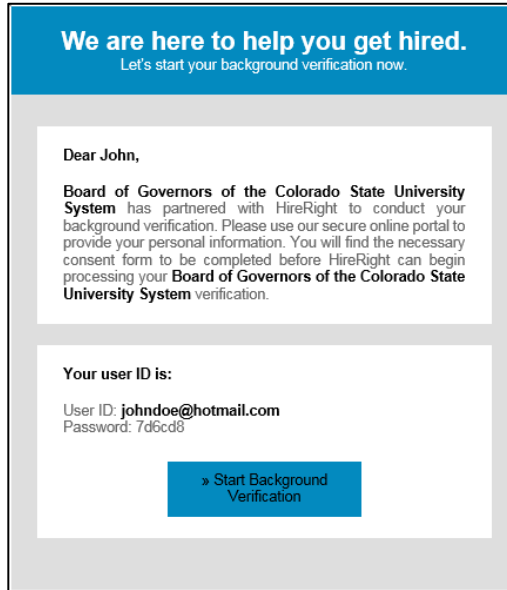


1. The candidate receives an email/text message with the link to complete the background check along with their username and password.



2. After the applicant signs in using their temporary password they are prompted to create their own password and update their notification settings.

The image shows a web form titled "A warm welcome from HireRight." with the instruction "Let's set up your account. All fields below are required." The form is divided into two sections: "Password" and "Text Notifications".

**Password Section:**

- Field: "Enter Password" with a masked input field containing "\*\*\*\*\*".
- Requirements: "Your password requires:"
  - ✓ 1 Upper case letter
  - ✓ 1 Number
  - ✓ more than 7 characters
- Field: "Confirm Password" with a masked input field containing "\*\*\*\*\*".
- Feedback: "✓ Passwords match."

**Text Notifications Section:**

- Question: "Would you like to subscribe to text messages for notifications and password resets?"
- Options:
  - Yes: "I acknowledge and agree that I may receive texts for notifications and password resets, and that standard data and text charges may apply."
  - No: "I would like to receive emails only for notifications and password resets."

A blue "Next" button is located at the bottom of the form.

3. The candidate fills out their personal information.
  - a. **Note: Foreign nationals that do not have a social security number will enter 888-88-888**

### Personal Information

Providing your information as completely and accurately as possible will help speed up the completion of your background check.

#### Name

First Name \*

Middle Name \*  
  
 I certify that I do not have a middle name

Last Name \*

Suffix

I certify this is my legal name \*

Other First Name ?   
Other Last Name

#### Current Mailing Address and Contact Information

Country \*

Street Address \*

City \*

State or Territory \*

ZIP Code \*

When did you start living at this address?  
Month  Year

Phone \*  ext.

E-mail \* ?

#### Identification

### Identification

Date of Birth \* ?  
Day  Month  Year

Re-enter Date of Birth \* ?  
Day  Month  Year

USA Social Security Number (SSN) \*  Re-enter USA SSN \*

Gender \* ?  
 Male  Female

- If the candidate has any information to self-report they will click yes and provide that information.

Progress

### Candidate Self-Reported Information

Have you ever been convicted of an offense against the law (including any conviction for driving under the influence) other than a minor traffic violation? Do not disclose any conviction for which the records have been sealed, expunged or subject to deferred judgment/sentence. If you are applying for a position located in either California or Massachusetts, please click on the appropriate link below for additional items of non-disclosure. For purposes of this disclosure, "conviction" includes a guilty verdict, a guilty plea or a Nolo Contendere (No Contest) plea. \*

Yes  No

Before answering this question, please review closely the following state disclosures which, if they apply to you, may limit the types of records that you should disclose here.

[Click here to read if you are a California candidate](#)  
[Click here to read if you are a Massachusetts candidate](#)

← PREVIOUS Save NEXT →

- If a motor vehicle check was ordered the candidate will fill out their driver's license information here.

Progress

### Motor Vehicle Record

**Driver License Details**  Not Applicable

Issuing Country \*  
USA

Issuing State or Territory \*  
Colorado

Driver License Number \*

Driver License First Name  Driver License Middle Name  Driver License Last Name \*

Use Provided Name

← PREVIOUS Save NEXT →

6. The applicant will review their information to make sure everything is correct and click next.

Form Steps

Instructions

*Personal Information*

*Candidate Self-Reported Information*

*Motor Vehicle Record*

**▶ Review Your Information**

Screening Disclosure and Authorization


Other Disclosures and Authorizations

Find Answers

Contact Us

[Live Chat](#)

[E-mail & Phone Numbers](#)



Progress

### Review Your Information

#### Personal Information

**Name**

First Name

Middle Name

I certify that I do not have a middle name

Last Name

Suffix

I certify this is my legal name

Other First Name

Other Last Name

#### Current Mailing Address and Contact Information

Country

Street Address

City

State or Territory

ZIP Code

When did you start living at this address?

Phone

E-mail

#### Identification

Date of Birth

Re-enter Date of Birth

USA Social Security Number (SSN)

Re-enter USA SSN

Gender

#### Candidate Self-Reported Information

Have you ever been convicted of an offense against the law (including any conviction for driving under the influence) other than a minor traffic violation? Do not disclose any conviction for which the records have been sealed, expunged or subject to deferred judgment/sentence. If you are applying for a position located in either California or Massachusetts, please click on the appropriate link below for additional items of non-disclosure. For purposes of this disclosure, "conviction" includes a guilty verdict, a guilty plea or a Nolo Contendere (No Contest) plea.

### Motor Vehicle Record

#### Driver License Details

Issuing Country

Issuing State or Territory

Driver License Number

Driver License First Name

Driver License Middle Name

Driver License Last Name

Use Provided Name

← PREVIOUS
Save
NEXT →

7. The applicant must provide an electronic signature before the check can begin. After filling out the required fields click accept and continue.
  - a. Note: All boxes must be checked (under the signature box) in order to proceed.

### Screening Disclosure and Authorization

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

**Disclosure**

Board of Governors of the Colorado State University System (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, [www.hireright.com](http://www.hireright.com).

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

**Authorization**

I hereby authorize Company to obtain the consumer reports described above about me.

[Print unsigned document](#)

**Electronic Signature**


Full Name: \*  
Doe, John J

E-Mail Address: \*  
dylan.radford@colostate.edu

Last 4 digits of SSN: \*  
6789

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

**Hold down left mouse button and draw your signature below**




[Clear](#)

I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. \*

I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described. \*

[Click here to get Adobe Reader](#)

8. Scroll to the bottom of this page

Progress 

### Other Disclosures and Authorizations

OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosures

Investigative Consumer Report:  
Board of Governors of the Colorado State University System (the "Company") may request an investigative consumer report about you from HireRight, LLC ("HireRight"), a consumer reporting agency, in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

Ongoing Authorization:  
If the Company hires you or contracts for your services, the Company may obtain additional consumer reports and investigative consumer reports about you without asking for your authorization again, throughout your employment or your contract period, as allowed by law.

Additional State Law Notices:  
Please see the "Additional State Law Notices" for California, Massachusetts, Minnesota, New Jersey, New York, and Washington that are provided below, as applicable. A California disclosure and summary of your rights under California Civil Code Section 1786.22, and a copy of New York Article 23-A, are being provided to you separately.

Summary of Rights under the Fair Credit Reporting Act:  
A summary of your rights under the Fair Credit Reporting Act is being provided to you separately.

San Francisco Fair Chance Ordinance Official Notice:  
A copy of the San Francisco Fair Chance Ordinance Official Notice is being provided to you separately.

HireRight Privacy Policy:  
Information about HireRight's privacy practices is available at [www.hireright.com/Privacy-Policy.aspx](http://www.hireright.com/Privacy-Policy.aspx).

Acknowledgments & Authorization

I acknowledge that I have received and carefully read and understand the separate "Disclosure and Authorization Regarding Background Investigation for Employment Purposes"; and the separate "Summary of Rights under the Fair Credit Reporting Act" that have been provided to me by the Company. I also acknowledge receipt of and that I have carefully read and understand (as applicable), the separate California Disclosure and Summary of Rights under California Civil Code Section 1786.22; the separate New York Article 23-A; and the separate San Francisco Fair Chance Ordinance Official Notice that have been provided to me.

By my signature below, I authorize the preparation of background reports about me, including background reports that are "investigative consumer reports" by HireRight, and to the furnishing of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment or engagement for services (including independent contractor or volunteer assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may, as allowed by law, obtain from HireRight (or from a consumer reporting agency other than HireRight) additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period.

I understand that if the Company obtains a credit report about me, then it will only do so where such information is substantially related to the duties and responsibilities of the position in which I am engaged or for which I am being evaluated.



I understand that information contained in my employment (or contractor or volunteer) application, or otherwise disclosed by me before or during my employment (or contract or volunteer assignment), if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I understand that the information included in the background reports may be obtained from private and public record sources, including without limitation and as appropriate: government agencies and courthouses; educational institutions; and employers. Accordingly, I hereby authorize all of the following, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state and local government agencies and courts; educational institutions (public or private); testing agencies; information service bureaus; credit bureaus and other consumer reporting agencies; other public and private record/data repositories; motor vehicle records agencies; my employers; the military; and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my: employment and earnings history; education, credit, motor vehicle and accident history; drug/alcohol testing results and history; criminal history; litigation history; military service; professional licenses, credentials and certifications; social security number verification; address and alias history; and other information.

By my signature below, I also promise that the personal information I provide with this form or otherwise in connection with my background investigation is true, accurate and complete, and I understand that dishonesty or material omission may disqualify me from consideration for employment. I agree that a copy of this document in faxed, photocopied or electronic (including electronically signed) form will be valid like the signed original. I further acknowledge that I have received additional state law notices that I have reviewed and read.

**Additional State Law Notices**

Please also note the following:

**CALIFORNIA:** Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the actual copying costs, by appearing at the consumer reporting agency's offices in person, during normal business hours and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, the consumer reporting agency may require additional information concerning your employment and personal or family history to verify your identity.

HireRight, LLC ("HireRight") will prepare the background report for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761. Information about HireRight's privacy practices is available at [www.hireright.com/Privacy-Policy.aspx](http://www.hireright.com/Privacy-Policy.aspx).

Additional California-specific information is set out below.

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

**MINNESOTA:** You have the right in most circumstances to submit a written request to the consumer reporting agency (e.g., HireRight) for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after (i) its receipt of your request or (ii) the date the report was requested by the Company, whichever date is later.

**NEW JERSEY:** You have the right to submit a request to the consumer reporting agency (e.g., HireRight) for a copy of any investigative consumer report the Company requested about you.

**NEW YORK:** You have the right, upon written request to the Company, to be informed of whether or not the Company requested a consumer report or an investigative consumer report about you. Shown above is the address and telephone number for HireRight, the consumer reporting agency



9. The applicant will provide another e-signature, check all three consent boxes, and clicks accept and submit.

**WASHINGTON STATE:** If the Company requests an investigative consumer report, you have the right, upon written request made to the Company within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You are entitled to this disclosure within 5 days after the date your request is received or the Company ordered the report, whichever is later. You also have the right to request a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

[Print unsigned document](#)

**For additional information, refer to:**  
[A Summary of Your Rights Under the Federal Fair Credit Reporting Act](#)  
[California Disclosure & Summary of Rights \(CA applicants only\)](#)  
[New York Correction Law Article 23-A \(NY applicants only\)](#)  
[San Francisco Fair Chance Ordinance Official Notice \(San Francisco applicants only\)](#)

I have read additional disclosures provided above. \*

**Electronic Signature**

Full Name: \*

E-Mail Address: \*

Last 4 digits of SSN: \*

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

**Hold down left mouse button and draw your signature below**



[Clear](#)

I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes my electronic signature to the agreement above. \*

I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described. \*

[Click here to get Adobe Reader](#)

[← PREVIOUS](#) [Decline](#) [ACCEPT & SUBMIT](#)



10. The candidate will receive a confirmation page after clicking “accept & submit” top let them know they have completed the process.


Thank you for your information!  
**Your request ID: HA-010919-ED5WS**  
This completes phase 1 of your background verification.

HireRight estimates that your background report will be completed in 23 hours - 4 business days and made available to Board of Governors of the Colorado State University System between Jan 10, 2019 and Jan 14, 2019.

Please note that this is only an estimate based on historical completion times for the screening package ordered, and your report may take longer to complete, particularly if it includes non-U.S. searches. Also, Board of Governors of the Colorado State University System company may need additional time to review your report and make any decisions.

The range provided for Turnaround Time (TAT) is based on historical data. Actual completion time may vary and is dependent upon external sources. It can vary due to unexpected delays. The range does not include time for manual review of the report. Please find more FAQs [here](#).

Form                      Verification                      Report & Review



This is your Applicant Center.  
Here you can track the progress of your report and communicate with HireRight.