

**Disclosure Form Regarding Consumer Report  
for House Staff Appointments**  
(Vanderbilt and Visiting/Rotating From Other Institutions)

Please be advised that in connection with your application for a house staff appointment a consumer report and/or an investigative consumer report \* will be obtained from a consumer-reporting agency for the purpose of evaluating you for assignment and/or employment as a Vanderbilt resident/clinical fellow or visiting resident/visiting clinical fellow.

You have a right to request disclosure of the nature and scope of the report, which involves interviews with sources such as former employers, and a summary of consumer rights.

The consumer report includes:

- Criminal History
- Department of Motor Vehicle History (position specific)
- Certification and Licensing
- Education Credentials
- Employment Eligibility (Social Security Number Check)
- Employment Checks
- Reference Checks
- Credit Check (position specific)
- Sex Offender Status

In addition, other areas may be investigated depending on the nature of the position

By signing the Vanderbilt consent form, I am authorizing Vanderbilt University to procure a consumer report and/or an investigative consumer report on you, to be used for assignment and/or employment purposes.

The Fair Credit Reporting Act gives you specific rights, for complete text of the FCRA, please reference their website at <http://www.ftc.gov>.

\* An investigative consumer report may include personal interviews to obtain information on a person's character, general reputation, personal characteristics, or mode of living.

## Consent for Reference and Background Checks for House Staff Appointment and/or Employment

I recognize that any offer of a House Staff position (Vanderbilt or Visiting) to me by Vanderbilt is conditional upon my successfully passing reference and background screenings. I understand that VANDERBILT and STERLING TESTING, INC. shall conduct reference and background checks thoroughly and within the confines of all applicable state and federal laws.

In consideration of Vanderbilt's review of my application, I hereby release any individual, entity, governmental or other agency providing information pursuant to this Consent and Vanderbilt University from all claims or liabilities that arise from the inquiry into or disclosure of such information, including but not limited to any claims for defamation or invasion of privacy. This release is not intended to waive or release any duties, responsibilities, or liability arising out of the Fair Credit Reporting Act.

I hereby voluntarily consent to and authorize STERLING TESTING, INC., or its authorized representative bearing this release or copy thereof, in connection with my application with Vanderbilt University, to obtain a consumer report and/or an investigative consumer report for employment purposes including:

Criminal History  
Department of Motor Vehicle History (position specific)  
Certification and Licensing  
Educational Credentials  
Employment Eligibility (Social Security Number Check)  
Employment Checks  
Reference Checks  
Credit Check (position specific)  
Sex Offender Status  
Other: \_\_\_\_\_

I further authorize that a photocopy or facsimile of this authorization be considered as valid as the original. If it is your intent to authorize Vanderbilt to conduct a background check, please complete the Consent For House Staff Reference and Background Checks.

According to the Fair Credit Reporting Act, I understand that I am entitled to know if assignment is denied because of information obtained from a consumer background reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

**CONSENT FOR HOUSE STAFF REFERENCE AND BACKGROUND CHECKS**

I have read the Consent for Reference and Background Checks. I understand that if I do not consent to the background checks within two weeks of receiving a conditional offer of assignment, the offer is withdrawn.

I hereby authorize, without reservation, any person who may have information relevant to this investigation, including but not limited to any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by VANDERBILT and/or STERLING TESTING, INC., or their agents to furnish the information described on the front page of this consent form and consent to these pre-employment reference and background checks.

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date**

The following information will be used to conduct the reference and background checks.  
 PLEASE PRINT

_____		_____	
(Last, First MI)		(Maiden)	
*Date of Birth: _____		_____	
Month/Day/Year		Social Security #	
_____		_____	
Driver's License Number		State of Issue	
Current Address			
_____			
<i>Street/Apt</i>			
_____		_____	
<i>City</i>		<i>State</i>	<i>Zip Code</i>
Telephone Number (____) _____			
Last Prior Address			
_____			
<i>Street/Apt</i>		<i>City</i>	<i>State</i>
		<i>State</i>	<i>Zip Code</i>
If any additional information relative to change of name or use of an assumed name or nickname is necessary to enable a check on your background, please explain:			
_____			
_____			

\*In order to verify my identity for purposes of the background investigation I am voluntarily releasing my date of birth for my own benefit and fully understand that age is not a consideration of assignment and/or employment.