

IMPORTANT -- PLEASE READ CAREFULLY

NOTICE REGARDING BACKGROUND INVESTIGATION

The University of Saint Francis may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of an investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is a criminal background investigation conducted **by RiskAware LLC, 107 Commerce Boulevard, Loveland OH 45140, 859-402-8255 or 877-552-8907**. The scope of this notice and authorization is all-encompassing, however, allowing the University of Saint Francis to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

In order to authorize your background check you will need to contact the **Office of Human Resources** at extension **6811** or **6904**. Human Resources will grant you access to an online portal to enter in your personal information directly to **RiskAware** in order to conduct the background check.