

Please attach this Reference Check to each appointment packet.

If you have questions or need further assistance, please contact the Office of Faculty Affairs at (408) 924-2450.

**Instructions:** Before the hiring department conducts a reference/ background check, the finalist(s) must read and sign this form.

In consideration of San José State University's (SJSU) need to evaluate my suitability for employment, I hereby authorize SJSU to perform a background investigation on me. I understand that SJSU will utilize an outside firm to assist in verifying such information, and I specifically authorize such an investigation by information services and outside entities of SJSU's choice. I also understand that I may withhold my authorization and that in such case, no investigation will be done, and my application for employment may not be processed further.

I understand that the background investigation may include information concerning my employment history, verification of salary, education, degree(s), license(s), qualifications, motor vehicle records, social security verification, police and criminal records, civil records, worker's compensation claims, and credit and indebtedness history.

The investigation may also include a review of my performance review(s), disciplinary action(s), settlement agreements, reasons for termination of my past employment, as well as other relevant educational and professional information included in my Personnel file, as allowed by law, including but not limited to discussions with my past and/or current employer and/or supervisor(s), co-workers, friends, business associates, or other individuals at SJSU, in its sole discretion, believes may have relevant information regarding my suitability for employment.

I hereby authorize and request, without reservation, any present or former employer, school, Police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge of me to furnish San Jose State University with any and all background information regarding me which may be obtained pursuant to law, in order that my employment qualifications may be evaluated. I acknowledge that San Jose State University has made no representations as to whether employment will be offered at the conclusion of its investigation. I also agree that a fax or photocopy of this authorization with my signature is to be accepted with the same authority as the original.

Please Note: All finalists for AVP, Dean, VP, and Head Coach level positions will be background checked.

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Applicant's Name (Please Print Legal Name)

Signature

Date

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Current/ Former SJSU Employee? Yes  No

If yes, provide Employee/ Student ID

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Title of Position Applying for

JOID

*SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose."*