



## Criminal Background Check Acknowledgement and Authorization Form Creighton University Children and Vulnerable Adult Policy

I understand that a background investigation will be conducted which will include, but may not be limited to, a combination of the following screenings:

- |   |                                |
|---|--------------------------------|
| County Criminal Record Search           | Federal Criminal Record Search |
| Social Security Number Trace Search     | Alias Name Search              |
| Sex Offender Registry                   | Found Protection Orders        |
| Found Wants and Warrants                | Residential History Search     |
| Nebraska Adult and Child Abuse Registry |                                |

I authorize Creighton University to conduct the required background investigation used in connection with consideration of participation in programs or activities that that involve children and vulnerable adults. I release Creighton University and its partners, officers, directors, agents, employees, affiliates, and its agent, Secured Data Services, from any and all liability for any claims or damages which may arise from or relate to any consumer report and/or investigative consumer report and/or other background investigation requested, obtained or used by Creighton University.

**Name:** \_\_\_\_\_  
Last First Middle

**Other Names Used:** \_\_\_\_\_

\_\_\_\_\_  
**Date of Birth (Month, Day, Year)**                      **Gender**                      **Social Security Number**

**Current Address:** \_\_\_\_\_  
Street City State Zip Code

**Prior Address:** \_\_\_\_\_  
Street City State Zip Code

I understand that if adverse information is revealed, I will be notified in writing by Name. I will have seven business days, from the date on the written notice, to contact Creighton University Office of Equity and Inclusion to discuss the adverse information. I further understand that I must also notify Secured Data Services to contest the results of the background check within seven business days from the date of the written notice to me. Failure to complete any part of this process in described time frames will automatically result in disqualification from participation eligibility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If above signatory is younger than 19:*

Parental Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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If a criminal background check reveals adverse information or unfavorable results, the University will conduct an individualized assessment using criteria designed to identify potential risk to children and vulnerable adults. A prior conviction shall not automatically disqualify a person from participating in a program or activity. The results of background checks conducted under this policy will be used only for the purposes of this policy, except that Creighton University reserves the right to take appropriate action with respect to employees, students, and/or volunteers who may have falsified or failed to disclose convictions that could disqualify them from employment that were revealed as a result of the background check, including and up to immediate termination.

A conviction of a felony or misdemeanor or a pending charge, **by itself**, does **not** disqualify an individual from participating in a non-sponsored event. However, consideration should be given to:

- Crimes against people
- the number of convictions;
- the nature, seriousness and date(s) of occurrence of the violation(s);
- rehabilitation;
- relevance of crime committed in relation to position;
- state or federal requirements related to the position; and
- other evidence demonstrating an ability to perform the job competently and free from posing a threat to the health and safety of others.

A decision not to permit an individual to participate in a program or activity covered by this policy based on the results of a background check will be made by Human Resources after consultation with the Office of Equity and Inclusion, the Office of the General Counsel, or others as needed.

*Confidentiality: The handling of all records and subject information will be strictly confidential and revealed only to those required to have access. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.*