

**Instructions:** Before the University conducts a reference/background check, the finalist must read and sign this form. Per [AB 1008](#) and CSU Background Check Policy [HR 2017-17](#), San José State University (SJSU) is prohibited from inquiring about or considering conviction history until after a conditional offer of employment has been made except for those positions where background checks are required by law including any position with a University law enforcement agency.

In consideration of SJSU’s need to evaluate my suitability for employment, I hereby authorize SJSU to perform a reference check prior to offer of conditional employment and/or to conduct a background investigation on me which will include a criminal history inquiry once a conditional offer of employment has been made. I understand that SJSU may utilize an outside firm or firms to assist in conducting reference and/or background checks, and I specifically authorize reference checks and/or investigations by information services and outside entities of SJSU's choice. I also understand that I may withhold my authorization and that in such a case, no reference checks and/or investigation will be done, and my application for employment may not be processed further.

I understand that, in accordance with applicable law and policy as cited above, the reference and/or background check may include information concerning my employment history, education, degree(s), license(s), qualifications, motor vehicle records, social security verification, police and criminal records, civil records, workers’ compensation claims, and credit and indebtedness history.

The reference and/or background check may also include a review of my performance reviews(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(s) and/or supervisor(s), co-workers, friends, business associates, or other individuals that SJSU, in its sole discretion, believes may have relevant information regarding my suitability for employment.

By signing below 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 SJSU 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 SJSU has made no representations as to whether employment will be offered at the conclusion of its investigation. I also agree that a fax, photocopy and/or digitally signed copy of this authorization with my signature is to be accepted with the same authority as the original.

Finalist's Name (please type or print legal name)	Signature	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Current/Former SJSU employee/student?	If yes, provide 9-digit employee/student ID:	
Title of Position for Which You Are Applying	Job ID	