



Wilberforce University

Human Resources Dept., P.O. Box 1001, Wilberforce, OH 45384-1001

Reference & Background Check Authorization

Wilberforce University is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, religion, creed, sex, gender, national origin, age, ancestry, disability and/or handicap, marital or veteran status, *sexual orientation*, *political belief* or any other legally protected status.

List Professional References:

| <u>Name</u> | <u>Title</u> | <u>Company</u> | <u>Phone</u> | <u>Professional Relationship</u> |
|-------------|--------------|----------------|--------------|----------------------------------|
|-------------|--------------|----------------|--------------|----------------------------------|

1. _____

2. _____

3. _____

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND SIGN BELOW.

1. Any offer of employment I may receive from WU is contingent upon my successful completion of the company's total pre-employment screening process. This process may include, but not be limited to, the following:
 - a. Receipt by the company of references that it considers satisfactory;
 - b. My satisfactory completion of any post-offer pre-employment medical examination that company may require;
 - c. Passing a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to a medical examination or an alcohol and/or drug screening at any time at the discretion of WU. I hereby consent to having the results of any such post-offer pre-employment or post-employment medical exam or alcohol and/or drug screening disclosed to WU.

2. I hereby grant Wilberforce University permission to contact all of my present and former employers and those individuals I have listed as personal references (unless specifically excluded in writing). I authorize and request that such employers and references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities, and other qualities pertinent to my qualifications for employment. I authorize Wilberforce University, or its agent, to obtain transcripts from all educational institutions I have attended and to conduct whatever additional investigation (e.g. educational verification, criminal check, motor vehicle record, and credit check) which may be needed to obtain or verify information regarding my application, resume, and other materials, or any interviews, or concerning my qualifications for employment. I hereby release all parties from any and all liability for damages arising from furnishing the requested information.

3. I also understand that, if hired, my employment is to be "At Will" and that either I or WU may terminate my employment at any time, with or without cause.

4. *I acknowledge that WU has not made any promises or representations that differ from those contained in this paragraph. I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with WU, and that failure to provide this evidence will result in the termination of my employment.*

Applicant's Signature

Date