

## **College of Psychology**

# **Level I Background Screening Process**

The level I background includes four forms which will determine criminal background search based on all past residences, employment, and criminal activity. The search shall involve all types of criminal offense, including all matters related thereto, extending up to seven (7) years.

In addition, the level I background check shall also include, but not be limited to, employment verification including reason for separation and eligibility for re-employment for each employer; violent sex offender and predator registry search; the Office of Inspector General list of excluded individuals/entities; the General Service Administration list of parties excluded from federal programs; the US Treasury, Office of Foreign Assets Control, list of specially designated nationals; and the applicable state exclusion list, if applicable.

Please complete all four forms in this package. Failure to complete this form may result in a delay to start your practicum placement.

Should you have any questions about this process, please contact me.

Sincerely,

**Carise S. Crèvecoeur, MS**

Employee Services Consultant III  
College of Psychology  
Maxwell Maltz Building, Room 2016  
3301 College Avenue  
Fort Lauderdale/Davie, FL 33314  
Office: (954) 262 - 5782  
Email: crevecoe@nova.edu

## **GENERAL RELEASE TO OUTSIDE ENTITIES**

I do hereby authorize Nova Southeastern University to provide a copy of my consumer report and/or background screening results to  
for the purposes of employment consideration and/or practicum/internship assignment. I hold NSU harmless for the release of said information to the above listed facility. I further understand that I have the right to contest the content of the consumer report should adverse action ensue and will be provided the reporting agencies name and number or dispute same. I further understand that I have the right to retain/obtain a copy of the consumer report for my records.

Name (Print):

Signature:

Date:

## **PRACTICUM STUDENT RELEASE OF INFORMATION WAIVER**

I hereby give permission to the Nova Southeastern University College of Psychology to provide the following information to my practicum site:

1. History and Physical
2. Drug Screening
3. Criminal Background Screening
4. Proof of Health Insurance

I further understand that Nova Southeastern University will make required student information available to the practicum site upon request.

Placement Site:

Name (Print):

Signature:

Date:

## **Authorization, Disclosure, and Release Form**

To meet my requirements for completion of my program at the NSU College of Psychology, I understand that the performance of a consumer report (level I and where applicable, level II background check) will be ordered from a consumer reporting agency engaged by the NSU College of Psychology. A "consumer report" is any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's character, general reputation, personal characteristics, past performance, or mode of living.

The level I background check shall include a social security number trace to confirm past residences and a criminal background search based on all past residences. The search shall involve all types of criminal offense, including all matters related thereto, extending up to seven (7) years. In addition, the level I background check shall also include, but not be limited to: employment verification including reason for separation and eligibility for re-employment for each employer; violent sex offender and predator registry search; the Office of Inspector General list of excluded individuals/entities; the General Services Administration list of parties excluded from federal programs; the US Treasury, Office of Foreign Assets Control, list of specially designated nationals; and the applicable state exclusion list, if applicable.

The level II background check for students who are licensed shall include the above and shall include: education verification (highest level); professional license verification; certifications & designation check; and professional disciplinary action search. The level II check may also include a Department of Motor Vehicle driving history (based on responsibilities), and consumer credit report (based on responsibilities).

Certain clinical training facilities may, in addition to the above level I background check, require a level II background check and/or Florida Department of Law enforcement and/or federal bureau of investigation fingerprint criminal background check. The results of the background check (s) will be given to the NSU College of Psychology and the clinical training facilities.

I acknowledge that background check results deemed favorable by the NSU College of Psychology and/or by clinical facilities, are conditions for practicum placement. If the results of the background check are unfavorable or misleading statements / required information have omitted, or if I am unable to meet the requirements for completion of the program, then my admission may be denied or rescinded, or I maybe disciplined or dismissed.

I hereby authorize the NSU College of Psychology to obtain consumer reports (background check(s)). I will be informed if my practicum is terminated because of information obtained from the consumer reporting agency. Prior to that event, I will be provided with a copy of the

background report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" (FCRA 15 U.S.C. 1681 et seq.), as well as the name, address and contact information of the consumer reporting agency and will be given an opportunity to contact this agency to dispute any information contained in the report. In no more than ten (10) working days, I will provide a response to the NSU College of Psychology.

I authorize all persons, schools, companies, corporations, and other business entities, law enforcement agencies (collectively the "Reporting Entities") to release such information without restriction or qualification to any consumer reporting agency engaged by Nova Southeastern University, Inc.

I voluntarily waive all recourse against the Reporting Entities and release the Reporting Entities from any liability relating to their compliance with this authorization.

I hereby release Nova Southeastern University, Inc., its affiliated entities, and its and their agents, employees, listees, and officers from all liability for requesting the background check(s) and for acting based on the information and/or reports provided.

I certify that the information below is true, accurate and complete. Any omission or false or misleading information may result in actions including, but not limited to, denial or rescission of an offer of admission, disciplinary action, or dismissal.

Name (print):

NSU # ID:

Date of Birth:

Social Security Number:

**RESIDENCE INFORMATION**

Please provide all home addresses (Physical Street Addresses Only) for the most recent seven (7) years, starting with your present address:

<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Dates From</b>	<b>Dates To</b>

Name (Print)

Signature

## Background Disclosure Form by Accepted Applicant/Enrolled Student

Please answer the following questions and return this form with the "Authorization, Disclosure, and Release Form".

Last Name	First Name	Middle	SS #	
Present Address	City	State	Zip	Phone
DOB	DL #	DL State		

### Employment History (For the Past 7 years)

Current / Most Recent Employer	Street	City	State	Zip
Supervisor's Name and Title				Phone
Job Description			Employment Dates	
If presently employed, may we contact this employer for reference?			<b>YES</b>	<b>NO</b>

Previous employer	Street	City	State	Zip
Supervisor's Name and Title				Phone

Job Description		Employment Dates	
If presently employed, may we contact this employer for reference?		<b>YES</b>	<b>NO</b>

Previous employer	Street	City	State	Zip
Supervisor's Name and Title				Phone
Job Description		Employment Dates		
If presently employed, may we contact this employer for reference?		<b>YES</b>	<b>NO</b>	

Previous employer	Street	City	State	Zip
Supervisor's Name and Title				Phone
Job Description		Employment Dates		
If presently employed, may we contact this employer for reference?		<b>YES</b>	<b>NO</b>	

Previous employer	Street	City	State	Zip
Supervisor's Name and Title				Phone
Job Description		Employment Dates		

If presently employed, may we contact this employer for reference?	<b>YES</b> <b>NO</b>

Previous employer	Street	City	State	Zip
Supervisor's Name and Title				Phone
Job Description			Employment Dates	
If presently employed, may we contact this employer for reference?			<b>YES</b>	<b>NO</b>

Previous employer	Street	City	State	Zip
Supervisor's Name and Title				Phone
Job Description			Employment Dates	
If presently employed, may we contact this employer for reference?			<b>YES</b>	<b>NO</b>

**Education**

College/Business	City/State	Dates Attended	Degree Earned
Graduate / Professional	City/State	Dates Attended	Degree Earned

Have you ever been convicted of in any state or county of a criminal offense, other than a minor traffic offense, where you have been found guilty by a judge or jury or entered a plea of nolo contendere (no contest); or any juvenile offenses; any offenses where the records have been expunged; or any conviction that you are currently appealing, regardless of adjudication?

**YES**

**NO**

If yes, please describe the specific nature, year, location, and disposition to date of the charge.

I hereby release Nova Southeastern University, Inc., its affiliated entities, and its and their agents, employees, trustees, and officers from all liability for requesting the above information and/or background check(s) and for acting based on such information and/or reports.

I certify that the information above is true, accurate and complete. Any omission or false or misleading information may result in actions including, but not limited to, denial or rescission of an offer of admission, disciplinary action, or dismissal. I also agree to notify the Nova Southeastern University, College of Psychology, of any future convictions, guilty pleas or no contest pleas to any crimes, misdemeanor, or other offenses.

Name(print):

Signature:

Date: