**AUBURN UNIVERSITY** **BIOGRAPHICAL DATA**

As part of your background check, you must complete this form for the last seven years for both your residences and your past employment. If you have had more than four residences or more than five employers in the past seven years, please attach an additional sheet. **PLEASE PRINT and complete the form in its entirety**. The request for Date of Birth is for permissible purposes and not for purposes prescribed by the law prohibiting age discrimination. The Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. It is unlawful for an employer to refuse to hire, discharge, or otherwise discriminate with respect to compensation, terms, conditions, or privileges of employment because of an individual’s age.

**Last Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **First Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **MI**\_\_\_\_\_\_\_\_\_

**List any OTHER names you have used in the past (example: maiden name, name from previous marriage, etc.):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Social Security Number**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*This information will be used for background screening purposes only and will not be used as hiring criteria.*

**ADDRESS HISTORY: Please list ALL of the addresses where you have lived during the past 7 years:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Street Address** | **City** | **State** | **ZIP Code** |
| ***Current*** |  |  |  |  |
| ***Previous*** |  |  |  |  |
| ***Previous*** |  |  |  |  |
| ***Previous*** |  |  |  |  |
| ***Previous*** |  |  |  |  |

**Driver’s License Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State Issued** \_\_\_\_\_\_\_\_\_\_ **Expiration Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of ANY felony crimes, OR any misdemeanor crimes involving violence or dishonest acts such as theft, burglary, robbery, forgery or fraud? **Yes** **No** If yes, please list the location and year below.

**City** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **County** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State** \_\_\_\_\_\_\_\_\_\_ **Year** \_\_\_\_\_\_\_\_\_\_\_\_

***Note:*** *A criminal record is not necessarily a bar to employment. Each case is considered on an individual basis including age at the time of offense, seriousness and nature of the offense, time elapsed since conviction and job-relatedness.*

***Continue to next page***

**AUBURN UNIVERSITY** **BIOGRAPHICAL DATA**

*Continued from previous page*

**Last Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **First Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **MI**\_\_\_\_\_\_\_\_\_

**EDUCATION: Please list ALL education:**

Vocational/Tech/Community\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Year Attended \_\_\_\_\_\_\_\_\_ Graduated: **Yes** **No**

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Year Attended \_\_\_\_\_\_\_\_\_ Graduated: **Yes** **No**

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Year Attended \_\_\_\_\_\_\_\_\_ Graduated: **Yes** **No**

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check all that apply: Technical Associates Bachelors Masters PhD**

**EMPLOYMENT HISTORY: Please list ALL employment history, starting with most recent:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates of Employment** | **Employer Name** | **City** | **State** |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |

The information provided will be used for the purpose of a background check in accordance with policy and procedures and I will be provided a separate disclosure and authorization form for initiating a background check.

*My signature below confirms that the information I have provided is true and correct.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

***Revised May, 2016***