PRE-EMPLOYMENT BACKGROUND SCREENING
RELEASE AND AUTHORIZATION

Individuals who are offered a position within the Community College of Rhode Island will receive an email from one of CCRI’s Human Resources representatives or HireRight, LLC, instructing them to sign in and provide pertinent information in order for HireRight to conduct a national background check (the sign-on and password information will be provided in the email). Once the individual has provided the required information, HireRight will complete the background screening promptly and report back to CCRI Human Resources. Employment is not final until Human Resources receives and approves a review of the background check.

*Active Email Address: __________________________
(Please print clearly)

*If you do not have an active email address you must appear in person to the Office of Human Resources prior to your employment and provide an HR representative with the personal information needed to conduct a background check.

I, __________________________
(Please print name)

hereby consent and authorize the Community College of Rhode Island to perform a national pre-employment background screening through HireRight, LLC. I understand this is required as a condition of employment with CCRI.

I further agree to fully waive, release, indemnify, defend and hold harmless, the Community College of Rhode Island, its governing board, the Board of Education, the State of Rhode Island, the Bureau of Criminal Identification and the Attorney General’s Office, including their respective employees and agents, against any and all claims, demands, action, or causes of action that I have, or may have, in both law and equity, of any nature or kind whatsoever arising from or in any way related to the release of my criminal records, or the results of the criminal background check, performed in accordance with this consent and authorization.

_________________________________  _________________________
Employee Signature                                         Date

Information about HireRight’s privacy practices is available at www.hireright.com/Privacy-Policy.aspx

Date HR requested _________  10/15

Knight Campus

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