

**APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize the University of Alaska, its employees, agents, professional investigators, or any representative of the University, to perform investigations into my background, past behavior, character, and reputation. I authorize any and all former employers, credit agencies, educational institutions, law enforcement agencies, city, state, borough, and federal agencies or courts, or military services to release information about my background, including but not limited to information about employment, education, consumer credit history, driving record, criminal record and general records history, to the University. I understand that any or all of these investigations or inquiries can be performed prior to and periodically throughout the duration of employment with the University of Alaska.

I authorize all former and current employers to release any and all information regarding my employment history, including my personnel file and all other pertinent information. I further authorize my supervisors to disclose their opinions and observations of my work habits, qualities, competency, and skills.

I understand that the information requested is for use by the University of Alaska and may be re-disclosed only as authorized by law. I understand that I have the right to request from the University a written disclosure of the nature and scope of the investigation conducted that I authorized above if: (1) Any adverse action/decision is made based on the information in the consumer report & (2) If the request is made in writing within 60 days of the adverse action. If an Investigative Consumer Report has been conducted, I will be notified in writing within five days of receipt of my request for said report.

I believe to the best of my knowledge that all information I have provided is accurate, true, and correct and that I fully understand the terms of this release. I indemnify, release and hold harmless the University of Alaska, any agents of the University, or others reporting to or for the University, any investigators, former employers, reporting agencies, and all those supplying references and character references, from any and all claims, defamation, demands, and/or liabilities arising out of, or related to, such investigations, disclosures, or admissions.

**TO BE COMPLETED BY APPLICANT ONLY**

Job Title & Department			Job Posting #:		
Last Name			First Name	MI	Suffix (Jr., Sr., etc.)
					Gender: M/F
Place of Birth (City/State)	Date of Birth	Social Security #		Driver's License # & State	
Home Address (Physical)	City		State & Zip	Phone	
Other States and Counties Lived In Within the Past 10 Years (Provide physical addresses)	City & County	State & Zip	From (Year)	To (Year)	
Aliases/Other Names Used	MI	Suffix (Jr., Sr., etc.)	From (Year)	To (Year)	
Last Name	First Name				

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ E-mail Address \_\_\_\_\_

Office Use Only Title _____ Fund/Org _____ Order # _____ Date Ordered _____
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Please return the completed form to the Human Resources office that is handling this recruitment within 3 business days. If you have any questions or concerns, please contact the appropriate Human Resources office listed below.

**University of Alaska Anchorage (UAA) Human Resources Services**

Email: [uaa\\_akjobs@uaa.alaska.edu](mailto:uaa_akjobs@uaa.alaska.edu)  
Telephone:(907) 786-4608  
Fax: (907) 786-4727  
Website: <http://www.uaa.alaska.edu/humanresources/>

<i>Mailing Address:</i>	<i>Physical Address:</i>
3890 University Lake Drive	3890 University Lake Drive
University Lake Building Ste, 101	University Lake Building, Suite 101
Anchorage, AK 99508	Anchorage, AK 99508

**University of Alaska Fairbanks (UAF) Human Resources Office**

Email: [uaf-jobs@alaska.edu](mailto:uaf-jobs@alaska.edu)  
Telephone:(907) 474-7700  
Fax: (907) 474-5859  
Website: <http://www.uaf.edu/uafhr>

<i>Mailing Address:</i>	<i>Physical Address:</i>
PO Box 757860	3295 College Road
Fairbanks, AK 99775-7860	Administrative Services Building, Room 108
	Fairbanks, AK 99775

**University of Alaska Southeast (UAS) Personnel Services**

Email: [hr@uas.alaska.edu](mailto:hr@uas.alaska.edu)  
Telephone:(907) 796-6273  
Fax: (907) 796-6324  
Website: <http://www.uas.alaska.edu/hr/>

<i>Mailing Address:</i>	<i>Physical Address:</i>
Mailstop: ADM4	11798 Glacier Highway
11120 Glacier Highway	Juneau, AK 99801
Juneau, AK 99801	

**University of Alaska (Statewide) Human Resources**

Email: [syjobs@alaska.edu](mailto:syjobs@alaska.edu)  
Telephone:(907) 450-8200  
Fax: (907) 450-8201  
Website: <http://www.alaska.edu/hr/>

<i>Mailing Address:</i>	<i>Physical Address:</i>
PO Box 755140	910 Yukon Drive
Fairbanks, AK 99775-5140	Butrovich Building Suite 212
	Fairbanks, AK 99775