



Human Resources and Payroll

4441 George Mason Boulevard, Suite 4100
MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

***George Mason University
Background Investigation Requirement***

Please complete the following disclosure form. If you already have a current background investigation report on file with the University, you will not be subject to an additional background investigation.

You are required to comply with the following procedures:

1. Complete a Background Investigation Disclosure Form.
2. This information is required to be submitted to George Mason University's Human Resources and Payroll office.
3. The University will provide this information to a third party vendor, HireRight, to conduct a background investigation.
4. You will receive an email from HireRight Customer Support requesting additional information such as your social security number, date of birth, address, and contact information.
5. You must respond to this request as soon as you are able.
6. HireRight will provide a report to Human Resources and Payroll.
7. You will be notified of the amount due once the background investigation is completed. A handwritten check to George Mason University is the only acceptable form of payment, hand-delivered to Human Resources and Payroll.

George Mason University is committed to making this process as secure and efficient as possible and we appreciate your cooperation. If you have questions or concerns, please contact Human Resources and Payroll at bkground@gmu.edu, or (703) 993-3991. Additional information about this process can be found [online](#) and in [University Policy 2221](#).



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Background Investigation Disclosure Form

This form must be completed electronically, printed and signed where indicated below. Submit the form to Human Resources and Payroll. **Mailing Address:** Human Resources and Payroll, 4441 George Mason Blvd., University Hall, MS 3C3, Fairfax, Virginia 22030 **Fax:** (703) 993-4275 or (703) 993-2601.

First Name:	
Middle:	
Last:	
Other Name:	
Address:	
City, State, Zip:	
Contact Number:	
Email:	
Supervisor:	

If you do not have an email account, one may be obtained from a free provider, such as www.gmail.com.

- | | | |
|--|------------|-----------|
| Are you a current Mason Employee? | YES | NO |
| Have you ever been employed at Mason before? | YES | NO |
| Have you ever been convicted of any violation(s) of law including moving traffic violations and misdemeanors? | YES | NO |

A conviction does not automatically disqualify you from participation. A conviction will be judged on its own merits with respect to time, circumstances, seriousness, and the extent to which it is related to the camp or program you are participating in.

If yes, please provide the following: Description of offense, statute of ordinance (if known), date of charge and conviction, and county, city, state of conviction in the past seven years.

By signing below, I certify that I am the person identified above, that all information on this form is true and complete. Please note: Staff must report suspected incidents of child abuse or neglect within 24 hours, pursuant to Va. Code § 63.2-1509. Failure to report such incidents may result in financial or criminal penalties. I understand that signing constitutes my agreement to complete a criminal background check, to pay the associated fee and to report incidents of child abuse appropriately.

Signature: _____

Date: _____