



Consent Form to Request Information for a Criminal and Work History Background Check

I understand the City of Pendleton will conduct a criminal, driving, and work history background check as part of the procedure for processing my application for employment/to volunteer.

I understand the City of Pendleton will conduct an investigation that verifies any/all information provided during the application process, including: my past employment, education information, criminal background, and driving record (if applicable). I understand the criminal history background check may include my prior places of residence to search for criminal records.

I understand the information contained in the criminal history background check will be available only to those persons involved in making employment decisions or performing the background investigation. I also understand that this information will be used for the purpose of making an employment decision, but that a conviction will not necessarily preclude me from employment/volunteering with the City. Any/all information will be used to evaluate suitability for employment based on a variety of circumstances, including the nature of the crime, recentness, and type of position sought. Those in positions with unsupervised direct access to youth and/or vulnerable populations will be subject to annual re-screening.

Volunteer New Hire Department _____

PERSONAL INFORMATION

NAME _____
Last First Middle

ALIAS/MAIDEN NAME (Any other names used): _____

DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____

DRIVER'S LICENSE NUMBER _____ STATE OF ISSUE _____

CURRENT ADDRESS: _____

PHONE NUMBER: _____

Have you ever been charged, arrested and/or convicted of a crime? No Yes

If you answered yes, **list all convictions and unresolved charges, arrests, and the outcome regardless of how long ago.** Please attach additional pages if needed.

Date (Or Estimate)	Charge, arrest, or conviction	County	State	Outcome

Provide additional information surrounding any arrests charges, and/or convictions. If you have any potentially disqualifying crimes or conditions, a weighing test will determine whether you are suitable for the position. Information that is useful to making that determination includes:

- What happened when you were arrested and/or convicted?
- What did you do as a result? (List any treatment, counseling, rehabilitation, education, training or lifestyle changes that were a consequence.)
- What employment have you held since then that would demonstrate responsible behavior?
- How has your life changed since the criminal history?
- How is your criminal history relevant to the position you are seeking?

Failure to complete this section may disqualify you from consideration for employment.

CONSENT– Read before signing

I hereby consent to the criminal history, driving, education and employment background check as described above and authorize the City of Pendleton to obtain reports concerning my background as stated above. I hereby release the City of Pendleton, its officers, agents and employees from any and all liability related to using my criminal or other background information to make employment/volunteer decisions. **I certify the information I have provided is correct and complete. I understand that if I willfully provide false information, I will be denied the position or dismissal from service if discovered after employment. I understand that if I provide incomplete information, I may be denied the position or dismissal from service if discovered after employment.**

Signature of Applicant _____

Date _____

Printed Name of Applicant _____