



**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? <input type="checkbox"/> No <input type="checkbox"/> Yes				
If you answered yes, list <u>all convictions and unresolved charges, arrests</u> 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 provide false or incomplete information, I may be denied the position or dismissal from service if discovered after employment.

Signature of Applicant_____ Date _____

Printed Name of Applicant _____