

# BACKGROUND AUTHORIZATION FORM

## Employee/Volunteer

### Please Print Clearly

PERSONAL INFORMATION	
NAME:	PHONE:
ANY OTHER NAMES USED:	
HOME ADDRESS:	CITY/ZIP:
HOW LONG HAVE YOU LIVED AT CURRENT ADDRESS:	
PREVIOUS ADDRESS: HOW LONG:	
DATE OF BIRTH:	POSITION APPLIED FOR:
DRIVER'S LICENSE NUMBER/STATE OF ISSUE:	

In connection with my application for employment / volunteer agreement with you, I understand that investigative background inquiries are to be made on myself including criminal convictions, motor vehicle and other reports. These reports will include information as to my character, work habits, performance and experience along with other reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various Federal, State and other agencies which maintain records concerning my past activities relating to my driving, civil and other experiences.

I authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information.

I release the City of Belleville and any other person and/or agencies from damage and/or liable acts that may result from obtaining my history checks.

The above information is used solely for employment verifications and criminal history checks.

Falsifying any information on this release form will constitute grounds for immediate dismissal.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date:

**COPY OF DRIVER'S LICENSE REQUIRED**

**OVER**

What are the disqualifiers in a background check?

When it comes to deciding the answers to this question, some convictions are viewed as more obvious than others. If an applicant is found to have been convicted of any of the following offenses, no matter in what timeframe, he or she will not be allowed to work with children. Additionally, pending convictions of or arrests for the following things will be considered disqualifiers.

- ◆ Any sort of abuse or assault/battery—physical or sexual Rape
- ◆ Rape
- ◆ Any crime of a sexual nature, including possession or dissemination of pornography
- ◆ Homicide
- ◆ Manslaughter
- ◆ Attempted Murder
- ◆ Domestic Violence
- ◆ Child Neglect
- ◆ Felony Drug Crimes
- ◆ Animal Cruelty
- ◆ Theft / Robbery
- ◆ Forgery / Fraud
- ◆ Kidnapping
- ◆ Arson
- ◆ Weapons Violations
- ◆ Any crime, misdemeanor or felony, involving children as either an accomplice or victim.