

# APPENDIX G

## CITY OF CORNELIUS CONSENT FORM BACKGROUND CHECK AND/OR CRIMINAL HISTORY CHECK

In order to serve the best interest of the citizens of Cornelius, the City of Cornelius conducts background checks and/or criminal history checks for all prospective employees and volunteers for positions in accordance with the City of Cornelius Employee handbook. Therefore, the following request for information must be completed and returned to the City of Cornelius, Human Resources, 1355 N Barlow Street, Cornelius, OR 97113 through the hiring supervisor. Your signature on this form authorizes the City of Cornelius to obtain information about you and your history and to investigate any matter deemed relevant to the evaluation of your qualifications for the position applied for with the City of Cornelius.

Any falsification, misrepresentation, or omission of requested information will automatically disqualify you as an applicant for the position applied for. In the event of employment, any falsification, misrepresentation, or omission of requested information will result in immediate termination, regardless of when and how discovered. As a condition of continued employment, if you are formally charged with a felony and/or misdemeanor relative to your position as defined in the job description, notification to your supervisor within 24 hours is required. Information obtained by a background check and/or criminal history check will be used only for position-related purposes and only to the extent permitted by applicable law and will be kept in a confidential file separate from personnel records.

Please print legibly:

POSITION APPLIED FOR                      DATE                      SUPERVISOR NAME/EXT.

\_\_\_\_\_

FULL NAME (Include all names used - past or present) TELEPHONE NUMBER

\_\_\_\_\_

\_\_\_\_\_

DATE OF BIRTH              GENDER              SOCIAL SECURITY NO.              DRIVER LICENSE NO. / STATE

\_\_\_\_\_

Male/Female

\_\_\_\_\_

(mo/day/year)

HOME ADDRESS (Include ALL out-of-state addresses within last three years)

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? No Yes IF YES, LIST BELOW:

\_\_\_\_\_

I hereby authorize, without reservation, any law enforcement agency or information service bureau to furnish the requested information. I have read and understand this request for information and agree to hold the City of Cornelius and its officers, agents, and employees harmless from any liability resulting from the use of the information requested.

\_\_\_\_\_

Applicant's Signature Date