



## **City of Stoughton**

### **Notification and Authorization to Release Criminal Information for Contracted Employment / Volunteer Purposes**

#### **Notification**

The City of Stoughton requires consent to a criminal background check as a condition of being a Contracted Employee or Volunteer with the City. The criminal background check includes the following: Criminal history reference searches for felony and misdemeanor convictions at the county and federal levels of every jurisdiction where the contractor / volunteer currently resides or where they have resided during the past 7 years; and sex offender registry searches at the county and federal levels in every jurisdiction where the contractor / volunteer currently resides or where they have resided.

#### **Screening and Criminal Background Checks**

Consistent use of appropriate screening and background checks will help assure that properly qualified individuals are selected to perform volunteer activities. Such techniques will also help screen out individuals whose background may render them unsuitable for particular activities. Aggressive screening and background checks are required by law and are critical for volunteer positions that involve work or contact with children, youth, and the elderly or other vulnerable groups.

As part of the screening process it may be necessary to obtain the applicant's authorization to conduct appropriate screening and background checks. The scope of screening and background checks will be determined by the particular volunteer activities and may include:

- ❖ Forms requesting information on prior convictions and misconduct.
- ❖ Contacting personal and employment references.
- ❖ Criminal background checks, including the use of information from the National Crime Information Center (NCIC), state crime information center and state/local sex offender registries.
- ❖ Motor vehicle records checks.
- ❖ Prior employment and military background checks.
- ❖ Verification of education, training, certification and licenses.
- ❖ Personal, face-to-face interviews.

#### **Authorization**

I hereby authorize the City of Stoughton to conduct the criminal background check described above. In connection with this, I also authorize the use of law enforcement agencies and/or other background check organizations to assist the City of Stoughton in collecting this information.

I also am aware that records of arrests on pending charges and/or convictions are not an absolute bar to contracting / volunteering with the City. Such information will be used to determine whether the results of the background check reasonably bear on my trustworthiness or my ability to perform the duties of the contracted / volunteer position in a manner which is safe for the City of Stoughton employees, program/event participants, and other program/event staff.

Contracted / Volunteer Position: \_\_\_\_\_

Department: \_\_\_\_\_

Please print (for identification purposes):

Full Legal Name: \_\_\_\_\_  
                                    First                                    Middle                                    Last

Other Names You Have Used in Past Seven Years: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address (most recent): \_\_\_\_\_

Addresses in the 7 years prior to completing this authorization: \_\_\_\_\_

Phone Number: \_\_\_\_\_                                    Alternate Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_                                    Gender: Female \_\_\_\_\_ Male \_\_\_\_\_  
                                    Month/Day/Year

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Driver's License # \_\_\_\_\_ State of Driver's License \_\_\_\_\_

Have you ever been convicted of a criminal \*offense or have any pending criminal\* charges against you?

\*This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations.

Yes \_\_\_\_\_ (provide detail on next page)      No \_\_\_\_\_

To the best of my knowledge, the information provided in this Notice and Authorization and any attachments thereto is true and complete. I understand that any falsification or omission of information may disqualify me from contracting / volunteering with the City of Stoughton. By signing below I hereby provide my authorization to the City of Stoughton to conduct a criminal background check. I understand that I have a right to appeal an adverse decision made by the City of Stoughton based on my background check information within three business days of receipt of such notice and that a determination on my appeal will be made in seven working days from the City of Stoughton's Human Resources & Risk Management Department's receipt of such appeal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date