

Appendix C

Authorization to Conduct Criminal Records Check

(Please Read Carefully Before Completing and Signing)

The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate business decisions.

Printed Full Name of Applicant:

Last First Middle
Other names you have used, including maiden name and the date(s) your name(s) changed:

Race: _____ Gender: _____ Male _____ Female

Social Security #: _____ - _____ - _____ Your Date of Birth: _____
(Month/Day/Year)

List all your residential addresses for the past seven (7) years, starting with your present address:

<i>Street</i>				<i>Zip</i>	<i>From</i>	<i>To</i>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>County</i>	<i>Code</i>	<i>Mo. /Yr.</i>	<i>Mo. /Yr.</i>

Have you ever been convicted of a crime (Other than minor traffic offenses)? Yes__ No__
If Yes, Please Explain Charges: (Use an additional sheet of paper if necessary) _____

What State, What County and What Year did these convictions occur?

I authorize _____ and/or Oxford Document Management and their agents to investigate my background as part of my application for employment, appointment or a volunteer position. This may include information contained in public records which could include credit history, criminal files at the county, state and federal jurisdiction levels, motor vehicle records and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A photo static copy of this document can be substituted for the original. This document shall be valid for a period of 1 (one) year from the date of my signature.

Signature of Applicant _____ Date: ____/____/____

