

# Consent, Release & Authorization For Background Check

Applicant/Volunteer Name

Position Title

The Alabama Community College System Board of Trustees adopted a policy (currently Policy 623.01) requiring background checks related to employment and volunteer services. By signing this Consent form, I authorize the Alabama Community College System or its designee to conduct background searches for felony and misdemeanor convictions at the state and national levels of any jurisdiction, national sex offender registry searches, and other relevant information.

I understand that I may voluntarily consent to the use of my social security number for the purpose of conducting a background check. I further understand that my voluntary consent to use my social security number, or a portion thereof, is being requested for the purposes of conducting a background check pursuant to the authority of the Alabama Community College System Board of Trustees policy. I understand that neither the Alabama Community College System nor any employing authority within the Alabama Community College System will deny me any right, benefit, or privilege provided by law because of my refusal to voluntarily consent to the use of my social security number, or a portion thereof, for the limited purpose of conducting background checks.

**The College is requesting consent to the use of your social security number, or a portion thereof, for the limited purpose of conducting a background check.**

Consent for Use of Social Security

I consent

I do not consent

The information I have given in my employment application, interviews, and/or related resumes and documents is true, complete, and accurate. I understand and agree that if employed, and/or during any period of employment, any false statements, misrepresentations of facts, or omissions made by myself become known, my employment shall be subject to immediate termination.

I understand that Policy 623.01 will be followed and in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures established for the Board of Trustees policy concerning background checks shall be followed.

**I have read and completely understand this release.**

Applicant's Signature

Date

Legal First Name

Legal Middle Name

Legal Last Name

Maiden or Other Name(s)

Address

City

State/Province

Zip/Postal Code

Email

Phone

Social Security Number

Date of Birth

Do you have a current State of Alabama Issued ID/Driver's License?

Yes

No

Are you under the age of eighteen (18)?

Yes

No

Background Screen Investigator Use Only

Results of background investigation

STATE OF ALABAMA INVESTIGATION (ALACOURT):

NATIONAL/FEDERAL INVESTIGATION (PACER):

FINGERPRINTS REQUIRED

Yes

No

NATIONAL SEX OFFENDER BACKGROUND INVESTIGATION

Candidate Department Title

Contact has been made with candidate to schedule fingerprinting.

Yes

No

National Criminal Information Center (NCIC):

I certify I have completed a background investigation on the above named individual who has applied for the position indicated above.

Investigation conducted by:

Investigator Contact Number

Signature

Date

**PARENTAL/GUARDIAN CONSENT FOR MINOR CRIMINAL BACKGROUND CHECK**

***\* This form must be completed by a parent or legal guardian and returned.\****

***\* No minor will undergo a criminal background check without this signed consent form.\****

A minor,

is applying for employment/volunteer services as

with

The employment/volunteer services process includes a criminal background check through Alabama Community College Systems process in accordance with Board Policy 623.01. As the parent or legal guardian of the above-referenced minor, I understand the purposes of these preemployment checks and hereby provide my authorization for the background check.

Signature

Guardian Name

Relationship to Minor

Date