

**Office Use Only**

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Order #: _____

Background Check Disclosure/Consent Form (Confidential Record)

Note to Applicants: The position for which you have applied is one in which an individual's arrest on a pending charge and/or conviction of a violation of the law may be a factor in evaluating potential job performance. An actual check of pending charge and/or conviction records will be conducted only if you are a finalist for the position. Records of arrest on pending charges and/or convictions will not automatically disqualify you from employment. Such information will be considered only if there is a substantial relationship to the job you are seeking. Please provide all information regarding pending charges and prior convictions so that an informed decision may be made. The information requested below is required to conduct an adequate records review and will in no way be used to discriminate on the basis of age, gender, race or any other protected class status. Background checks are performed by the UW-Extension & UW Colleges Human Resources Office and only shared with appropriate campus contacts on a need-to-know basis.

Please PRINT:

First Name: _____ Middle: _____ Last: _____

Other names used: First _____ Middle: _____ Last: _____

Social Security Number: _____ - _____ - _____

Date of Birth: ____ / ____ / ____ Telephone Number: _____

Email address: _____

Current street address: _____

Current city/state/zip/county: _____

Previous addresses within last 7 years: _____

Have you been convicted of an offense other than non-moving traffic violations? ____ Yes ____ No

A Non-Moving Traffic Violation is a traffic violation, while the vehicle is not in motion. It is a civil matter involving the vehicle's actual owner. Whereas, moving violations involve the driver of the vehicle. Parking violations are the most common types of non-moving traffic violation. Other non-moving violations include equipment violations and paper work violations. Laws relating such violations differ from state to state.

If yes: Date of Conviction: _____

Nature of Offense: _____

Name & Location of Court: _____

Additional Information: _____

Do you have any criminal charges pending against you? ____ Yes ____ No

If yes: Date of Charge: _____

Nature of Offense: _____

Name & Location of Court: _____

Additional Information: _____

(Attach additional sheets if necessary.)

Name (print clearly): _____

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Consent

With your consent and as a condition of employment, the University of Wisconsin-Extension will obtain one or more criminal record reports about you for employment purposes. The University of Wisconsin System has contracted with General Information Services, Inc. (GIS) to obtain these reports. GIS's address is P.O. Box 353, Chapin, SC 29036. GIS's telephone number is (866) 265-4917. GIS's website is www.geninfo.com. To prepare the reports, GIS may investigate your address history, social security number validity, criminal record and driving record. You may inspect GIS's files about you (in person, by mail, or by phone) by providing identification to GIS. If you do, GIS will provide you with help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by providing identification.

By consenting below, you authorize: (a) General Information Services, Inc. ("GIS") to request information about you, (b) GIS to provide us (University of Wisconsin-Extension) one or more reports based on that information, and (c) University of Wisconsin-Extension to share those reports with Human Resources representatives for legitimate business purposes related to your employment. GIS may investigate your address history, social security number validity, county and federal criminal records for the last 7 years developed from Social Security Trace, Kwikscreen National criminal database and sex offender database, Wisconsin Department of Justice Criminal History Records, and driving record. You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an applicant or employee with us. The employer has your consent to conduct a criminal background check every 4 years, while employed by this institution. You also agree that you will be required to self-disclose any arrests, charges or convictions while you are employed.

I Consent to the Release of background information for employment-related purposes by General Information Services, Inc. ☐ I Consent

I Decline the release of background information.

This may result in your application for employment being withdrawn from consideration. If you are a current employee and decline the release of background information, your status as a current employee may be in jeopardy.

☐ I Decline

I agree that the employer may check records regarding this information. To the best of my knowledge the information provided is true and complete. I understand that should I falsify or omit any information, it could be grounds for not hiring or for dismissal.

Signature: _____ Date: _____

Fax this form & position description directly to: 844-231-8886

Angela Schultz, UW-Extension & UW Colleges Human Resources

angela.schultz@uwex.uwc.edu

(Email address is provided for inquiries only. Please do not email this completed form as contains sensitive data.)

If unable to fax, please mail to: Angela Schultz, UWEX & UWC Human Resources, 432 N Lake St #105, Madison, WI 53706

To Be Completed by SUPERVISOR

Contact Person _____ Division _____

Job Title of Applicant _____

Type of Position: ☐Unclassified ☐University Staff ☐LTE ☐Student ☐Lump Sum ☐Unpaid Volunteer

CBC Level: ☐Position of Trust/Vulnerable Populations ☐Position of Trust/General

08/25/2015