

## Criminal and/or Motor Vehicle Background Check Release Authorization Form

<b>Name: Last</b>	<b>First</b>	<b>Middle</b>	<b>Date of Birth</b>	<b>Race</b>	<b>Sex</b>
<b>Maiden Name</b>		<b>Other Names Used</b>		<b>Driver's License Number and State</b>	
<b>Social Security #</b>					
<b>Current Mailing Address</b>				<b>Home Telephone Number (   )</b>	

Western Oregon University (WOU) is authorized by state law ORS **181.555** to conduct a criminal and/or motor vehicle background check for employment purposes. Successful completion of a criminal background check is a condition of your employment with WOU.

**IMPORTANT: List all criminal convictions, even if they took place a long time ago. Not all crimes are considered disqualifying. However misrepresentation, misleading or false information, or failure to reveal required information requested may be deemed to be sufficient cause for the refusal of employment or dismissal from employment. Do not misstate or omit any material fact(s) as each statement made herein is subject to verification.**

In conducting criminal and/or motor vehicle background checks, WOU may use criminal offender information maintained by the Oregon State Police (or other police agency, including other states of residence), the Federal Bureau of Investigation, and record resources. WOU may request you to submit fingerprints for the purpose of conducting such a check. You will not be employed, or your employment will be rescinded, if you refuse to comply with a criminal and/or motor vehicle background check, or if you refuse to submit fingerprints.

You are entitled to review the criminal and/or motor vehicle history information maintained by the Oregon State Police (or other applicable police agency), the Federal Bureau of Investigation, and the Oregon Department of Motor Vehicles and to challenge information you believe is inaccurate, incomplete, or maintained in violation of any state or federal statute or act. To obtain a copy of such information, you must contact these agencies directly.

In compliance with 5 U.S.C. 552(a), disclosure of your social security number is voluntary. It will be used to check criminal and/or motor vehicle history records. Your refusal to provide your social security number for this purpose will delay processing of your application.

You may have rights under Title VII of the Civil Rights Act of 1964. If you wish to obtain further information, you must contact the Oregon Bureau of Labor and Industries.

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Have you ever been convicted of **any** crime in Oregon, or any other state?

Yes

No

If yes, list each **crime, date** of conviction, **city**, and **state**. Attach additional sheet if necessary.

Have you ever pled guilty or no contest to any crime in Oregon, or any other state?

Yes

No

If yes, list each **crime, date** of plea, **city**, and **state**. Attach additional sheet if necessary.

Have you ever resigned employment in order to avoid termination or other employment discipline; or to avoid possible civil or criminal proceedings?

Yes

No

If yes, describe:

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My signature below indicates I understand that:

1. I am authorizing WOU to conduct a criminal and/or motor vehicle background check through OSP, FBI, and/or other law enforcement agencies, courts, and records resources.
2. My employment with WOU is contingent upon successful completion of a criminal history check.
3. I may be required to submit fingerprints in order to facilitate the process of the criminal and/or motor vehicle check, and failure to comply with the request will disqualify me from employment with WOU.
4. The information I have provided above is complete and truthful. I understand that providing misleading or false information, or failing to disclose convictions will be disqualifying.
5. I authorize WOU to use my social security number for the purposes of conducting a criminal and/or motor vehicle background check.

Applicant's Signature	Date
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State of Oregon (or other state), county of \_\_\_\_\_, signed and sworn

(or affirmed) before me on \_\_\_\_\_ (date)

by \_\_\_\_\_ (applicant's printed name)

\_\_\_\_\_, Notary Public – Oregon (or other state)