

City of Oregon City

AUTHORIZATION FORM TO CONDUCT CRIMINAL HISTORY BACKGROUND CHECK, AND VERIFICATION OF DRIVING RECORD AND STATUS

All employment applicants and volunteers are required to sign a Criminal History Background Check authorization form per Ordinance 01-1031 as part of the application process with the City of Oregon City.

“I, the undersigned, hereby authorize the City of Oregon City to conduct a Criminal History Background Check as part of my employment or volunteer application process. In addition I authorize the City to conduct a check of my driving record and status. I hereby release and agree to hold harmless the City of Oregon City, its employees and volunteers.”

Applicant/volunteer please sign, date and complete all information requested below. (Use black or blue ink.)

NOTE: ALL AREAS MUST BE COMPLETED OR THE BACKGROUND CHECK WILL BE REJECTED AS INCOMPLETE.

Signature _____

Dated _____

First Full Middle Last

Address _____

City, St, Zip _____

Date of Birth _____ Driver's License # _____ SSN _____

Race _____ Sex: Male Female

FOR OFFICIAL USE ONLY

Date of Request: _____ City of Oregon City Dept _____

To: Oregon City Police Department
From: City of Oregon City Personnel Department

Please conduct a Criminal History Background Check and driving record/status check on this applicant or volunteer. Contact the personnel department with the results.

Date completed: _____ By: _____ Results: No Criminal Record
 Criminal Record

Date personnel department notified of results: _____