

## AUTHORIZATION AND RELEASE FOR BACKGROUND CHECK

In connection with my application for employment with Douglas County ("County"), I understand that the County will conduct a check of my background ("background check") which may include obtaining copies of personnel files or other records or documents, credit information, information about criminal convictions, driving records, civil court records, educational transcripts and degrees, information about positions held, dates of employment, last rate of pay, work performance, disciplinary and attendance records, reliability, any instances of dishonesty, insubordination, threatening or intimidating behavior, unsafe or unlawful conduct and any other information County may need to verify information about my background, the accuracy of information submitted by me during the application process and/or my suitability for employment with County.

I authorize County and its authorized employees or agents to investigate my background and to investigate the accuracy and truthfulness of all information submitted by me during the application process. I authorize all persons involved in the hiring process to discuss and review the results of any information or documents obtained during any such investigation. I further authorize all persons, businesses, current and former employers and supervisors, educational institutions, law enforcement agencies, motor vehicle departments, courts, personal references, and/or other persons or entities contacted by County to release to County any and all information or records they may have concerning me, my background and/or my suitability for employment with County. This Authorization and Release does not apply to criminal records expunged pursuant to ORS 419.262.

By signing below, I release and hold harmless each person, employer, agency, business and organization or other entity who or which provides information or records to County pursuant to this Authorization and Release from and against any and all claims, liability or damages related to providing or releasing information to County. I further release and hold harmless Douglas County and each of its elected officials, officers, employees and agents from and against any and all claims, liability or damages related to any use or disclosure by County of any information or records obtained by reason of the background check conducted by County for purposes related to consideration of my application for employment and/or my employment with County.

A photocopy or facsimile of this Authorization and Release shall be considered valid as though it were an original and may be relied on to provide or release information or records to County.

I have carefully read and understand this Authorization and Release and voluntarily agree to its terms to assist County in conducting a thorough check of my background for purposes related to consideration of my application for employment with County and/or, if hired, my employment with County. I further understand that all information and documents acquired by County in conducting its background check will be maintained as confidential by the County and will not be released by the County to me or to others except as may be required under the Fair Credit Reporting Act ("FCRA"), if applicable, or other applicable laws.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF WITNESS

\*\*\*\*\*PLEASE PRINT LEGIBLY\*\*\*\*\*

POSITION APPLIED FOR: \_\_\_\_\_

FULL NAME (Include all names used - past or present)

TELEPHONE NUMBER

\_\_\_\_\_

\_\_\_\_\_

DATE OF BIRTH

SOCIAL SECURITY #

DRIVER'S LICENSE or ID #

STATE

HOME ADDRESS: \_\_\_\_\_

Douglas County is authorized to conduct a background check on job applicants pursuant to Douglas County policy and pursuant to Oregon and Federal law. Providing your social security number, date of birth and driver's license number are necessary to perform the background check and will only be used with your consent for the purposes described in this Authorization and Release. Date of birth information will not be used as a basis for making any hiring or other employment decision.