CONFIDENTIAL

EATON COUNTY

Driving Record and Criminal Background Check Authorization

As part of the risk management process and pursuant to its policies, Eaton County performs checks of criminal history records and driving records on existing employees and individuals seeking employment with the County, including regular and seasonal new hires and volunteers. All information obtained under these background checks is held in strict confidence and handled under the conditions of the law governing appropriate use.

Name:_____
Last First Middle

Other Names Used:_____

Current Address:_____
Street City State Zip Code

Social Security #:_____ Date of Birth:_____

Driver's License #:_____State of Issue:_____ Sex: M F

I acknowledge and understand that as an applicant, employee or volunteer for the Eaton County that the County will perform a criminal history and driving record check.

I hereby authorize Eaton County and its designated agents and representatives to conduct a comprehensive background and driving record check for employment/or volunteer purposes. I release Eaton County and its designated agents and representatives from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization.

I certify that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements made herein could void my consideration for employment, or could result in disciplinary action up to, and including termination.

Signature:_____ Date:_____

-For Office Use Only-

Position:_____ Department:_____

Request Date:_____ Results Date:_____

Approved: ☐ Yes ☐ No HR Representative:_____