

**CITY OF LAKEWOOD  
RELEASE OF INFORMATION**



**Updated January 2017**

**PLEASE COMPLETE ALL FIELDS - PRINT CLEARLY**

<b>Name</b> <i>(First, Middle, Last):</i>			
<p>The following information is required to ensure your suitability for employment/volunteering/contracting with the City of Lakewood. It will be used to conduct a background check of your criminal conviction history, driving history records (if applicable to position), as well as an investigation into your previous employment. Please note: Many positions require a credit check and/or a check of current and past civil (in rare instances) cases, e.g., positions in the Finance Department. You will be contacted if any other information is needed or we need to conduct a credit check. Special note: Positions in the Police Department, City Attorney's Office and Municipal Courts also require checks of arrest records.</p> <p>Background checks are done through consumer reporting agencies that include the National Sex Offender Public Registry. Some departments, e.g., Police, Municipal Court and City Attorney's Office, use the National Crime Information Center and Colorado Crime Information Center.</p>			
<b>List all other names under which you have been known (including the dates the names were applicable):</b>			
<b>Dates</b>		<b>Names</b>	
<b>Date of birth (mm/dd/year):</b>		<b>SSN:</b>	
<b>Current Address:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	
<b>Driver's License number (if a driving position):</b>		<b>Issuing State:</b>	
<b>Sex:</b>		<b>Race:</b>	
Have you ever been convicted of any criminal action <input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>If yes, please give details (when, type of conviction, was conviction a misdemeanor or a felony, court location and jurisdiction. Please explain the circumstances. Use an additional sheet, if needed.) <b>Convictions will not necessarily preclude you from employment/volunteering/contracting. However, the City of Lakewood may contact the jurisdiction regarding the criminal action noted.</b></p> <p><b>If you are applying for a position with the City's Police Department, City Attorney's Office or Municipal Courts please list any arrests and include the circumstances.</b></p>			

**(Continued on the reverse of this form)**

I authorize you to release any and all information to the City of Lakewood including, but not limited to, employment histories, work evaluations, criminal arrests when applicable and based on position, convictions (including felonies, misdemeanors, and traffic offenses), and where applicable, credit checks and civil (in rare instances) case information. In this regard, please consider this letter as my waiver of any rights I may have enjoyed to privileged communications with you. **I understand my future and/or continued employment/volunteering/contracting with the City of Lakewood is contingent upon the results of this background check. The results of this background check must: a) be consistent with application information given; and b) not be in conflict with City standards for this position. The person identifying information on this document will be checked against a government issued photo ID. Falsification of this information will lead to termination, or disqualification of employment.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

REQUESTING SUPERVISOR INTERNAL USE ONLY		
<b>Supervisor:</b>	<b>Department:</b>	<b>Extension:</b>
<b>Hiring position title:</b>		<b>Driving position:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Contracting Co Name:</b>		
<b>Position status:</b> <input type="checkbox"/> Regular Employee <input type="checkbox"/> Variable Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Independent Contractor		<b>Physical Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Job Code:</b>

EMPLOYEE RELATIONS INTERNAL USE ONLY		Date stamp
Choice Screening <input type="checkbox"/> Yes <input type="checkbox"/> No    By:		
Reviewed by:	Clear: <input type="checkbox"/> Yes <input type="checkbox"/> No	
PD/Fingerprints: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Notes:		
Physical Required for the following Variable positions: BCLP Maintenance, Golf Maintenance, Parks Maintenance, Traffic Engineering Traffic Marking, Street Maintenance, Custodian, Building Maintenance, Bus Driver		

Alternate formats of this document available upon request

## COACHES' CODE OF ETHICS

*I hereby pledge to live up to my certification as a Lakewood Recreation Coach by following the Coaches' Code of Ethics:*

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

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Coach Signature

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Date



**Lakewood**  
Recreation