

**CITY OF LAKEWOOD
RELEASE OF INFORMATION**



**PLEASE COMPLETE ALL FIELDS
PRINT CLEARLY**

Name (*First, Middle, Last*):

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.

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.

List all other names under which you have been known (*including the dates the names were applicable*):

Dates	Names

Date of birth (mm/dd/year):

SSN:

Current Address:

Phone:

E-Mail:

Driver's License number (if a driving position):

Issuing State:

Sex:

Race:

Have you ever been convicted of any criminal action? Yes No

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.) ***Convictions will not necessarily preclude you from employment/volunteering/contracting. However, the City of Lakewood may contact the jurisdiction regarding the criminal action noted.***

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.

(Continued on the reverse of this form)

******THIS FORM WILL NOT BE ACCEPTED UNLESS NOTARIZED******

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.**

Signature: _____

Date: _____

This document has been subscribed and affirmed, or sworn to, before me in the County of Jefferson, State of Colorado, this _____ day of _____ (month), 20_____(year).

Notary Signature and Seal

Commission Expiration Date _____

REQUESTING SUPERVISOR INTERNAL USE ONLY

Supervisor:	Department:	Extension:
Position title:	Driving position: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contracting Co Name:		
Position status: <input type="checkbox"/> Regular Employee <input type="checkbox"/> Temporary Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Work with a contracting Agency <input type="checkbox"/> Independent Contractor		

EMPLOYEE RELATIONS INTERNAL USE ONLY

Choice Screening <input type="checkbox"/> Yes <input type="checkbox"/> No By:	Date stamp
Reviewed by:	
Clear: <input type="checkbox"/> Yes <input type="checkbox"/> No	
PD/Fingerprints: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:	

Alternate formats of this document available upon request