



PORTLAND PARKS & RECREATION CRIMINAL RECORDS BACKGROUND CHECK CONSENT FORM



Position: _____ Site: _____

Full time Employment Part time Employment Volunteer

In order to serve the best interest of the citizens of Portland, Portland Parks conducts a criminal background check on all new employees and volunteers. If you have been convicted of an offense other than a minor traffic violation or juvenile offenses, please provide details on a separate sheet of paper. Indicate the date, charges, disposition, and the state and county in which the offense occurred. **Conviction history will not automatically disqualify you from volunteer status but factors such as the nature and gravity of the crime, the length of time that has passed since the conviction, the completion of any sentence and the nature of the job for which you have applied, will be considered.**

By your signature, you authorize Portland Parks to obtain information about you and your history. Falsification of information on this form will disqualify you from employment.

PLEASE PRINT THE FOLLOWING INFORMATION IN INK.

FULL NAME (List all other names used - aliases, maiden name, and any other previous names used)

FULL NAME: _____ **OTHER NAMES USED:** _____
(Last First Middle) (Include maiden name if applicable)

DATE OF BIRTH: _____ **SOCIAL SECURITY #:** NOT APPLICABLE TO VOLUNTEERS **DRIVERS LICENSE:** _____
(#/State)

HOME ADDRESS: _____ **CITY/STATE/ZIP:** _____ **PHONE#:** _____

How long have you lived in Oregon?			
<i>If less than 7 years continuous in Oregon, please complete the following (list other states of residence):</i>			
City	State/Zip	County (if known)	Dates
Dates available for employment: From		To	
Will you accept weekend work?			

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? Yes No

Please list **ALL** criminal convictions made against you (use reverse side of form, if necessary)

NAME (when charged)	<u>CONVICTION</u>	<u>DATE (approximate)</u>	<u>WHERE OCCURRED (City & State)</u>

If your position applied for involves driving, have you ever been convicted, pleaded nolo contendere or forfeited bond or bail for any traffic violation in the past 3 years? Yes No **If yes, please explain on reverse side of form.**

I have made no willful misrepresentations, omissions, or falsifications of any of the preceding answers. I am aware that should investigation disclose such misrepresentations, falsifications, or omissions in the information I have submitted in the application process, my application will be rejected. If, after acceptance for employment, subsequent investigation should disclose misrepresentation, falsification, or omission, it will be just cause for immediate dismissal.

Signature: _____ Date: _____

CONTINUED FROM OTHER SIDE (if needed)

OJIN Check Date: _____ By: _____ File Opened Record found: Yes No

CRIS Check Date: _____ By: _____ File Opened Record found: Yes No

Approved for hire

Disapproved