

State of Georgia BACKGROUND REQUEST FORM (CONFIDENTIAL)

I, (print name) _____ am giving Database Systems permission to perform a consumer report (to include, but not limited to, credit, MVR, or **criminal background** check) on my past history, now, and on future dates or an investigation consumer report may be made and forwarded to The State of Georgia. I understand that by signing this release does not in any way constitute automatic employment with The State of Georgia. All questions must be filled out completely and accurately. Incomplete or inaccurate information may lead to rejection of your application for a background search. Information found to be false can also lead to rejection of your application.

Applicant Name: _____
(First) (Middle) (Last) (Maiden)

Additional name(s) used: _____, _____, _____

Address: _____
(Street) (Apt) (City) (State) (Zip)

Please list your current county of residence. If you have not lived in your current county for the past seven years, also, list the other county (s) you have lived in during the last seven years along with your current one. Please be advised, there will be additional fees incurred if more than one county listed

Current County: _____ State: _____ Previous County: _____ State: _____

Driver's License #: _____ State: _____

Social Security Number: _____

Date of Birth (MM/DD/YYYY): _____ Race: _____ Sex: M ☐ F ☐

Please complete for education verification below:

Highest Degree completed: _____ Name of Institution: _____

City: _____ State: _____ Zip Code: _____

Your Name While Attending: _____ Year Degree Received _____

Have you ever been convicted or are any charges now pending against you by Federal, State, or other law-enforcement authorities, for any violation of any federal law, state law, county or municipal law, regulation, or ordinance? (Do not include anything that happened before your sixteenth birthday. Do not include minor traffic violations for which a fine of \$35.00 or less was imposed. All other convictions must be included even if they were pardoned.) Yes ☐ No ☐ If "yes," state the reason, the date, and the place.

NOTE: A record of criminal charges or conviction may not automatically prevent an offer of employment with Georgia College. However, failure to disclose known records of criminal convictions (or criminal charges that are currently in a pending or unresolved judicial status) will be considered falsification of this document and can prevent an offer of employment. It is highly recommended that applicants provide as much known detail about a criminal history as possible.

| REASON CONVICTED | DATE | PLACE WHERE CONVICTED |
|------------------|------|-----------------------|
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SPACE FOR CONTINUING ANSWERS OR EXPLANATIONS: Attach a separate sheet if more space is needed.

Applicant's Signature _____ Date: _____

| HR Use Only: Please select service(s) needed for this applicant: | | |
|--|--|--|
| <input type="checkbox"/> Position of trust – State and Federal Criminal Search (7+ yrs) | <input type="checkbox"/> State Criminal Search (7 yrs) Please list States: _____, _____, _____ | <input type="checkbox"/> Federal Criminal search (7 yrs) |
| <input type="checkbox"/> National Criminal record *does not pick up all counties in each state | <input type="checkbox"/> County Criminal Search (7 yrs) List Counties _____ / _____ | <input type="checkbox"/> Sexual Predator Search |
| <input type="checkbox"/> Professional Licensure or Certification | <input type="checkbox"/> Employment verification | <input type="checkbox"/> Social Security Trace |
| <input type="checkbox"/> Personal & Professional References | <input type="checkbox"/> Education Verification | <input type="checkbox"/> Citizenship Right to work |
| | | <input type="checkbox"/> Address History |
| | | <input type="checkbox"/> Credit Report |
| | | <input type="checkbox"/> MVR List State(s): _____, _____ |

Requestor's Name: _____ Date: _____ Requestor's Account No. _____

State Agency: Georgia College & State University, 231 W. Hancock Street Address: City: Milledgeville State: GA Zip: 31061

Phone Number: (478) 445-5596 Fax #: (478) 445-0491