



## APPLICANT CONSENT FOR BACKGROUND CHECK

### How are you protected?

Indicating you have an arrest or conviction record does not automatically disqualify you from consideration for a job. Wisconsin's Fair Employment Law, s. 111.31-111.395, Wis. Stats., prohibits discrimination based on an arrest or conviction record. It is not discrimination, however, to decline to hire a person based on the person's arrest record, if there is a pending charge, or conviction record – deemed substantially related to the circumstances of the particular job. Information gathered in the Criminal Background Check will enable us to determine if the arrest or conviction record is substantially related to the job.

The information you provide on this form will be retained in a **confidential** manner.

### What do you need to do now?

Applicants are required to complete, sign and return the attached form in order to remain under consideration for this position. [Insert agency specific instructions for example: Please complete the form, place it in a sealed envelope and leave it with the interview coordinator or supervisor before you leave after your interview.]

Completed and signed forms may also be returned

By Fax

By E-Mail

By Mail

This form must be completed and returned within 2 business days of the date of your interview in order for you to continue to be considered for this position.

### Definition of terms used on this form:

**Arrest Record:** "Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority." s. 111.32(1), Wis. Stats.

**Conviction Record:** "Includes, but is not limited to, information indicating that an individual has been convicted of any felony, misdemeanor or other offense, has been adjudicated delinquent, has been less than honorably discharged, or has been placed on probation, fined, imprisoned, placed on extended supervision or paroled pursuant to any law enforcement or military authority." s. 111.32(3), Wis. Stats.

**Criminal Charge:** A criminal complaint, information, or indictment filed in a state, federal, tribal or international court of law.

Prior to completing this form, it may be beneficial to review the Wisconsin Circuit Court records pertaining to you at <http://wcca.wicourts.gov> and obtain a copy of your driver license abstract at <http://www.dot.wisconsin.gov/drivers/drivers/request-record.htm>. Please remember not all fines/convictions may appear on the Wisconsin Circuit Court site. To obtain your complete record visit <http://www.doj.state.wi.us>

**Failure to report a fine and/or conviction may result in not being considered for this position.**

Questions about this form may be directed to [Insert contact information]

## APPLICANT CONSENT FOR BACKGROUND CHECK

### HUMAN RESOURCES USE ONLY

Position Type:  Permanent  Project  Limited-Term  Work Study  Volunteer  Contractor

Position Number: \_\_\_\_\_ Cert Number (optional): \_\_\_\_\_ Classification Title: \_\_\_\_\_

Does this position have a fleet requirement?  Yes  No

In order to be considered for the position you applied for we must complete a Criminal Background Check. As part of the Criminal Background Check the [insert agency name] may obtain a consumer report that includes, but is not limited to, creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, reference checks, DMV records, any other public records and any other information bearing on your credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

Failure to provide all requested information below, including your Social Security Number, will prevent [insert agency name] from completing the required background check for hiring purposes, and will result in your disqualification from the hiring process.

Name (Last, First, Middle)	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male
Date of Birth (Month/Day/Year)	Social Security Number
Street Address	City, State, Zip Code
Email Address	Day Phone: Evening Phone:
Former Name(s)/Aliases (First, Middle, Last)	

In the top box where it states “Human Resources use only” it asks if this position has a fleet requirement. If the box is marked as Yes, please fill in the following driver’s license information. If the box is marked no, you do not need to fill in the driver’s license information and can proceed after this section.

Driver’s License State	Driver’s License Number
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Have you always lived in Wisconsin  Yes  No

If **No**, provide place(s) of residence (State/County) and time period(s)

Place(s) of residence outside of Wisconsin and time period(s) for the last 7 years. Attach additional pages if needed.
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Do you have criminal charges pending against you?  Yes  No

Have you been convicted of any crime anywhere, including in federal, state, local, military and tribal courts?  Yes  No

If you answered "Yes" to any of the above questions, please indicate: (Attach additional pages if necessary to include the same information for each pending charge or convicted crime).

The nature of the offense	
Date of the offense	Date of conviction
County and State or territory where criminal charges(s) is/are pending against you.	
Name and location of court	
Please discuss the details of the incident and the disposition/outcome (sentence, fine, probation, Huber, suspension etc.).	

Notice: By my signature below I hereby authorize and consent to the State of Wisconsin's procurement of such a report. This information will be retained in your application file which is confidential. Wisconsin's Fair Employment Law, s. 111.31-111.395, Wis. Stats., prohibits discrimination because of a criminal record or pending charge: however, it is not discrimination to decline to hire a person based on the person's arrest or conviction record if the arrest or conviction is substantially related to the circumstances of the particular job. Failure of any applicant (current or potential employee) to disclose any requested information, including but not limited to: criminal or ordinance violations, convictions, fines, forfeitures, pending charges (including traffic and DNR charges) or expunged offenses, will make you ineligible. This includes all adult fines and/or convictions regardless of how many years have elapsed.

I affirm that all the information on this document is true and complete to the best of my knowledge and I understand that any falsification or omission of information will disqualify me for this position. I authorize the [insert Agency Name] to conduct a background check and verify the information provided above and to procure a consumer credit report if applicable.

APPLICANT SIGNATURE	DATE SIGNED
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HUMAN RESOURCES USE ONLY			
Processed by:	Date Processed:	Requested by:	Decision <input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible