OHIO AGENCY NAME

**CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM**

**A criminal background check is required for employment. This check into official public records will determine the existence or non-existence of any record of criminal convictions. Federal and state law provides that certain positions of employment within the State of Ohio are unavailable to individuals who have plead guilty and/or been convicted of criminal conduct, based on the nature of the criminal violation and/or the type of position being sought. Prior criminal convictions do not automatically preclude employment.**

***Please Print Clearly***

Name (Last, First, M.I.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***List other names used and dates of name change in the last ten (10) years****:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name Date

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MM/DD/YYYY)

Social Security Number (SSN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this SSN been issued in the last 90 days? Yes No

**Residence History: Provide complete addresses for U.S. residences during the last ten (10) years**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address** | **City** | **State/Zip Code** | **Dates From**  | **To**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Attach additional sheet if needed*

**OHIO AGENCY MAINTAINS THE RIGHT TO CONDUCT, EITHER THROUGH STATE EMPLOYEES OR THROUGH A THIRD PARTY, A CRIMINAL BACKGROUND CHECK OF ANY EMPLOYEE OR JOB APPLICANT. NONE OF THE INFORMATION PROVIDED ON THIS FORM WILL BE USED TO DISCRIMINATE AGAINST ANY APPLICANT OR EMPLOYEE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENETIC INFORMATION, RELIGION, AGE, DISABILITY OR MILITARY STATUS.**

**BY SIGNING THIS FORM, YOU AUTHORIZE THE OHIO AGENCY AND/OR ITS DESIGNATED THIRD PARTY TO CONDUCT A CRIMINAL BACKGROUND CHECK. IN ADDITION, YOU ACKNOWLEDGE THAT ANY FALSE OR MISLEADING STATEMENT, OMISSION OR FAILURE TO DISCLOSE INFORMATION MAY DISQUALIFY YOU FROM EMPLOYMENT OR, IF EMPLOYED, MAY RESULT IN DISMISSAL.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicant/Employee Signature Date

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Sworn to before me and subscribed in my presence this day of , 20 at

 \_\_, County of , and the State of .

 Notary

 My Commission Expires