



# MARION COUNTY HUMAN RESOURCES

## COMPUTERIZED CRIMINAL HISTORY INQUIRY RELEASE

Please PRINT clearly:

POSITION <b>Election Board Worker</b>		Rec #	DEPARTMENT <b>Clerk</b>	
LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME	
OTHER NAMES USED IN THE PAST 10 YEARS				
PHYSICAL ADDRESS				
MAILING ADDRESS				
PHONE NUMBER		E-MAIL ADDRESS		
OTHER ADDRESSES USED IN THE PAST 10 YEARS				
DRIVER LICENSE NUMBER		STATE	EXPIRATION DATE	
OTHER DRIVER LICENSES HELD IN THE PAST 10 YEARS				
SOCIAL SECURITY NUMBER			DATE OF BIRTH	

I, (print FULL name) \_\_\_\_\_ authorize Marion County Human Resources to perform a computerized criminal history check on me for employment purposes. I understand a job offer is contingent upon my successfully passing this check and its findings may disqualify me from consideration.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requesting Department:**

1. Ensure all information above is completed and signed.
2. Forward the completed request form, by e-mail, to Jennifer Lang, Human Resources.

I authorize Marion County Business Services to charge \$10.00 per inquiry (each name requires a separate inquiry) to the following budget for the computerized criminal history check.

DEPARTMENT CONTACT PERSON <b>Laurie Krueger</b>	PHONE <b>584-4785</b>	FUND <b>100</b>	SERVICE <b>1805</b>	ACCOUNT <b>529650</b>	PROJECT <b>000000</b>	TASK <b>000</b>
AUTHORIZED SIGNATURE		DATE			PHONE <b>503-588-5041</b>	