

# EMORY

## CONSENT TO PERSONAL RECORDS/HISTORY RELEASE

I hereby authorize Emory University Police Department or other designated agency to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia. I further authorize the hiring agent(s) of Emory to receive this information for the purpose of employment consideration.

Full Name \_\_\_\_\_  
Last First Middle Alias/Other  
Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**If you have not been a Georgia resident during the last 6 months, please provide former address below:**

Former Address \_\_\_\_\_ How long? \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Place of Birth \_\_\_\_\_  
City County State/Province Country

Driver's License Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Sex:  Male  Female Race:  Black  Asian  Native American  
 White  Hispanic  Other (specify)

Physical Description: Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_

### INSTRUCTIONS -- Please Read

Read the following carefully and answer truthfully. If you have been convicted of a crime, you may not be automatically disqualified from consideration for employment. **GIVING FALSE OR INCOMPLETE INFORMATION IS SUFFICIENT CAUSE TO DISQUALIFY YOU FROM EMPLOYMENT.** If you are not sure of the court disposition of a case, list all other information requested.

*Have you EVER been convicted of a crime, paid a fine, forfeited a bond, been sentenced (by a judge) to perform community service, pled nolo contendere (no contest), pled guilty, been given a suspended sentence, or been sentenced to jail or prison time? (Include DUIs, but DO NOT include minor traffic offenses, juvenile cases, cases sealed or expunged by a court, or cases completed under the First Offender Act.)*

**DO NOT ASSUME CHARGES OR CONVICTIONS HAVE BEEN REMOVED.**

If the answer is YES to any of the above, list all information requested below. (Please use additional sheets if necessary.)  
If none of the above apply to you, simply write "NONE."

<u>Charge/Offense</u>	<u>Date</u>	<u>Arresting Agency/Location</u>	<u>Court Disposition</u>

Having read all of this form, I give Emory my consent to conduct the investigation into my background described above and release all persons from any and all liability with respect to said investigation.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

IF NOTARY IS NOT AVAILABLE, WE WILL ACCEPT A LEGIBLE COPY OF YOUR DRIVER'S LICENSE, PASSPORT, OR GOVERNMENT ISSUED I.D. THE FOLLOWING "I.D." CARDS ARE NOT ACCEPTABLE: SCHOOL I.D., EMPLOYER I.D., AND PRIVATE ISSUED I.D.

**DO NOT WRITE IN THIS SPACE — For HR Use Only**

- No record on file  
 Record matches applicant information

**DISCREPANCY (Forwarded to Detectives):**

- Possible outstanding warrant  Required information omitted  
 Indeterminate. Fingerprinting may be required  Other

Report completed by \_\_\_\_\_ Date \_\_\_\_\_