

# LA SALLE

CATHOLIC COLLEGE PREPARATORY

## EMPLOYMENT BACKGROUND CHECK REQUEST

This section to be completed by the applicant. Please print legibly and in black ink.

Date of Request: \_\_\_\_\_ Gender: \_\_\_ Female \_\_\_ Male

Position Applied For: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
First Middle Last

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Other names used and dates of name changes (include maiden name):

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

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License: \_\_\_\_\_

Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_ State License Issued: \_\_\_\_\_

If you have lived in a state other than Oregon in the past 10 years, please list the following information, including the years in which you lived there. Please continue on the reverse side of this form if more room is needed.

State \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Years: \_\_\_\_ to \_\_\_\_

State \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Years: \_\_\_\_ to \_\_\_\_

Have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No If Yes, give details:

\_\_\_\_\_

All employment offers are contingent on the satisfactory result of the applicant's background investigation.

Please attach a copy of your driver's license or other photo ID. Please read and sign the authorization on the other side of this form.

## AUTHORIZATION

I understand that, in connection with my employment application, a background check may be done that may include information regarding my driving records, court records (both civil and criminal), educational and professional credentials, and personal and professional references. This information may come from either public or private sources and may contain information regarding my character, experience, work habits, and reasons for termination from past employers.

I understand that, if I am employed by La Salle Catholic College Preparatory, this background check authorization will be kept on file and may be used at any time during my employment to procure further information when, in the judgment of my employer, such may be necessary.

I hereby release and discharge La Salle Catholic College Preparatory, its employees, any individual or agency obtaining information for La Salle Catholic College Preparatory, my personal and professional references, and my former employers to the full extent permitted by law, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I also understand that I may (1) request in writing the nature of the information obtained and (2) request a written summary of my rights under the Fair Credit Reporting Act.

I agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future.

My signature below certifies that all information I have provided in connection with this background investigation is true, accurate, and complete to the best of my knowledge and that I have read, understand and agree with the above.

---

Applicant's Signature

---

Date