BACKGROUND SCREENING REQUEST INFORMATION SHEET

SUMMARY

This form is used by Applicants to start the background screening/hiring process. To ensure accuracy, please fill out this PDF form on a computer and either save a copy to email or print a copy to hand-deliver to your school/department site for processing of the background screening request.

Legal First Name: _____

Middle Name: _____

Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ County: _____

Cell Number: _____ Home Number: _____

Birthdate: _____

Personal Email Address: _____

Please call school/department secretary to provide your Social Security Number. For security reasons do not email your social security number or leave it on a general voicemail box.

VOLUNTEERS ONLY

If volunteering, please continue with the following information:

Previous Address (7 years back) ONLY IF outside of Colorado:

_____

_____

_____

Previous Names Used:

_____

_____

_____

Jeffco Secretary: please shred this sheet once Background Request form is submitted in Access Jeffco.