

**STEBEN COUNTY GOVERNMENT**  
**Authorization to Conduct Background Check**

I hereby authorize and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records. I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

**Please type or print clearly in ink.**

**1. PERSONAL INFORMATION NECESSARY TO RUN HISTORY CHECK: {Please Print Clearly}**

<b>NAME: Full legal name exactly as it appears on your driver's license</b>		<b>SOCIAL SECURITY NUMBER</b>
<i>Last</i>	<i>First</i>	<i>Middle</i>
<b>HOME PHONE NUMBER</b>	<b>DRIVER'S LICENCE NUMBER:</b>	<b>DATE OF BIRTH</b>
	<i>State</i>	
<b>List any other name which you have used or by which you have been known.</b>		
1.	2.	

**2. RESIDENTIAL INFORMATION:**

<b>CURRENT RESIDENCE: Number &amp; Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
List below all residences – for a minimum of the previous seven (7) years. If addresses are unknown, <u>at a minimum include city and state lived</u> . If you need additional space, use supplemental page.			
1. ADDRESS: <i>Number &amp; Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
2. ADDRESS: <i>Number &amp; Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
3. ADDRESS: <i>Number &amp; Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
4. ADDRESS: <i>Number &amp; Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
5. ADDRESS: <i>Number &amp; Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
6. ADDRESS: <i>Number &amp; Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
7. ADDRESS: <i>Number &amp; Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

**3. MOTOR VEHICLE RECORD**

<b>A. Is your driver's license currently valid?</b> <i>If no, explain fully on a supplemental page.</i>	Yes	No
<b>B. Has your driver's license ever been suspended or revoked?</b> <i>If yes, when and where?</i>	Yes	No

**4. CONCLUSION**

I hereby certify that all information made in this application is true and correct to the best of my knowledge. I am aware that withholding pertinent information or including information found to be grossly inaccurate will be cause for refusing further consideration of my application. I understand that falsification or misrepresentation of information on this application, or on other documents in connection with my employment with Steuben County, may result in disqualification from employment consideration and/or termination of employment, regardless of when it is discovered. I understand this is not to be considered as an indication of probable appointment nor an obligation upon the department to make an appointment, but a part of the selection process only. I hereby authorize Steuben County to conduct a criminal history records check as part of my application for employment.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

