

CONSENT FOR BACKGROUND RECORD CHECK OF  
**EMPLOYEE / VOLUNTEER / INTERN**

All current or perspective employees/regular volunteers/interns who have the potential for unsupervised contact with children must complete and sign this Consent form.

**To be completed by applicant:**

Full Name Last First Middle Maiden or other Surnames (list all)

Date of Birth (MM/DD/YY) Place of Birth Gender (M/F)

Social security # (required) \_\_\_\_\_ If you have never been issued a social security # check here \_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

**Dates and Places of Residence for the Past Seven Years:**

From /To Number & Street City State ZIP

**Please list other states in which you have resided:** \_\_\_\_\_

**Signing this form means that you (the applicant) understand:**

- HBGC will conduct a Background Record Check (BRC) which consists of both a Criminal Offender Record Information (CORI) check and a Department of Children and Families (DCF) background record check as well as a fingerprint check.
- The results of the DCF and CORI checks will be shared with the employer/potential employer listed on this application. The employer/potential employer listed on this application will consider this information when making hiring/retention/staffing decisions.
- The employer/potential employer will be notified if the DCF background check shows that you have been found responsible for the abuse or neglect of a child in a supported 51B report, or if a 51A report alleging that you were responsible for the abuse or neglect of a child has been filed and the investigation into those allegations is pending.
- The employer/potential employer will be notified if your fingerprint and CORI check shows a criminal history, which includes all adult/youthful offender convictions and non-convictions, all juvenile findings of delinquent or not delinquent, all sealed records, and all pending charges.

***I grant permission to complete a BRC check on me and to provide the results to my employer/potential employer. I certify the information above is correct to the best of my knowledge.***

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**Employer Certification:**

I understand that the use of this form for any reason other than its intended purpose is unlawful. The applicant's identity was verified by reviewing the following form of government issued photographic identification: \_\_\_\_\_

(Please keep a photocopy of said identification in file with this application.)

Please check one:

Applicant is A prospective employee \_\_\_\_\_, current employee \_\_\_\_\_ prospective volunteer \_\_\_\_\_, current volunteer \_\_\_\_\_

**Signature of Authorized Background Record Check Reviewer** \_\_\_\_\_ **Date:** \_\_\_\_\_