



Consent and Release for Criminal Background Check

It is the policy of A Safe Place not to consider an applicant's arrest record in employment decisions, but a job related conviction may be considered. Applicants and/or volunteers whose job requires contact with clients or their children are automatically barred from employment/volunteering if convicted of an offense that would, under the law, bar the applicant/volunteer from employment by a licensed child care facility. Convictions of other offenses will be considered on a case-by-case basis.

Every applicant for employment or a volunteer position shall, as part of the application process, enumerate all convictions; certify that falsification of information is grounds to deny or withdraw a job offer or immediately terminate employment, and authorize the release of criminal conviction information to A Safe Place.

A copy of the background check will be given to the applicant/volunteer upon receipt. If the background check discloses conviction for a crime, the applicant/volunteer has seven (7) work days to notify the Bureau of Identification if the information furnished by the Illinois State Police is inaccurate or incomplete.

By signing this release, you acknowledge and give permission to A Safe Place to conduct a criminal background check through the Illinois State Police. The background check is expected to take up to a week processing time. All background check information shall be treated as confidential information and maintained in the staff/volunteer's file.

I acknowledge that I have read this Consent and Release for Criminal Background Check and that I am signing it entirely of my own free will.

Staff/Volunteer Signature

Date

Witness

I hereby refuse to consent to a criminal background check with full knowledge that my refusal will disqualify me from further consideration if I am an applicant or, if employed, may result in termination of employment.

Staff/Volunteer Signature

Date

Witness