



Office of Human Resources

Criminal and Motor Vehicle Background Check Release Authorization Form Volunteer

Name (COMPLETE FULL Names Required): Last First Middle			Date of Birth (MM/DD/YY)	Driver's License Number and State Issued
Other Name(s) Used (maiden name, previous married name(s), aliases, assumed names, etc.)				
Current Mailing Address (Physical Address Required):				
Home Telephone Number:		Message Telephone Number:		
Email Address:				
List your residences outside the current county in which you have lived during the past ten years (use the back of this form if necessary:				
City _____	State _____	From _____	To _____	
City _____	State _____	From _____	To _____	
City _____	State _____	From _____	To _____	
City _____	State _____	From _____	To _____	
Title of position for which you are applying:				
OSU Extension Office – County Name:				

Oregon State University (OSU) is authorized by state law ORS 181.555 and ORS 802.179 to conduct a criminal and/or motor vehicle background check for purposes of qualifying an individual for volunteer service. Successful completion of a criminal and/or motor vehicle background check is a condition of your volunteer association with OSU.

IMPORTANT: List all criminal convictions, even if they took place a long time ago. Not all crimes are considered disqualifying. However misrepresentation, misleading or false information, or failure to reveal required information requested may be deemed to be sufficient cause for the refusal of employment or dismissal from employment. Do not misstate or omit any material fact(s) as each statement made herein is subject to verification.

In conducting criminal and/or motor vehicle background checks, OSU may use criminal offender information maintained by the Oregon State Police, the Federal Bureau of Investigation, and record resources. OSU may request you to submit fingerprints for the purpose of conducting such a check. You will not be permitted to engage in volunteer services or activities, or your current volunteer association with the university will be rescinded, if you refuse to submit fingerprints.

You are entitled to review the criminal and/or motor vehicle history information maintained by the Oregon State Police, the Federal Bureau of Investigation, and the Oregon Department of Motor Vehicles and to challenge information you believe is inaccurate, incomplete, or maintained in violation of any state or federal statute or act. To obtain a copy of such information, you must contact these agencies directly.

You may have rights under Title VII of the Civil Rights Act of 1964. If you wish to obtain further information, you must contact the Oregon Bureau of Labor and Industries.

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APPLICANT :

DRIVER'S LICENSE #:

Have you ever been convicted of **any** crime (including misdemeanor or felony) in Oregon, or any other state?

Yes

No

If yes, list each **crime, date** of conviction, **city, and state**. Attach additional sheet if necessary.

Have you ever pled guilty or no contest to any crime (including misdemeanor or felony) in Oregon, or any other state?

Yes

No

If yes, list each **crime, date** of plea, **city, and state**. Attach additional sheet if necessary.

Have you ever resigned employment in order to avoid termination or other employment discipline; or to avoid possible civil or criminal proceedings?

Yes

No

If yes, describe:



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Certification and Authorization:

I hereby authorize Oregon State University (OSU) to obtain reference information concerning me and to conduct a criminal and/or motor vehicle background check through law enforcement agencies, courts, and records resources. Information of a confidential and privileged nature is included in this authorization. I also understand that a conviction of a crime against a person or property may negatively impact or prevent me from obtaining a position with Oregon State University. I understand that I may be required to submit fingerprints in order to facilitate the process of the criminal and/or motor vehicle check, and failure to comply with the request will disqualify me from volunteer service with OSU.

I certify that the information I have provided on this form is complete and truthful. I understand that providing misleading or false information or failing to disclose convictions will be basis for disqualification from further consideration for volunteer service with the University.

I hereby release and discharge, to the extent permitted by law, Oregon State University, its employees, and any individual or agency obtaining information for Oregon State University, for any and all claims known or unknown, damages, losses, liabilities, cost, 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 appeal to Oregon State University it's decision to disqualify me for volunteer service based upon the results of my criminal background investigation or motor vehicle background check if I contest that the information revealed by such investigation is incorrect. I have read and understand all of the above information.

Applicant's Signature

Date

Applicants are to return this completed form to:

**Oregon State University
Office of Human Resources
204 Kerr Administration Building
Corvallis, OR 97331-2132**

Phone: 541.737.3645 Fax: 541.737.0553 michele.spaulding@oregonstate.edu

Attention: Michele Spaulding, Office of Human Resources