



**CRIMINAL HISTORY RECORD RELEASE AND BACKGROUND INVESTIGATION**

You must complete the full two pages in their entirety in order to be considered for employment.

For the purposes of this application process, criminal convictions include any adjudication of guilt by a judge or jury for any crime. This does not include minor traffic offenses, but does include “no contest” pleas, first-offender treatment, convictions under appeal and pardoned convictions. Minor traffic offenses are those that **do not** involve driving while under the influence of alcohol or other drugs and did not result in imprisonment and/or an imposed fine of greater than \$250. If you have been convicted of a crime in any jurisdiction for any violation of any federal law, state law, county, military, or municipal law, regulation, or ordinance, we may need for you to provide the official documentation of the conviction from an authorized law enforcement agency prior to starting work with this institution.

**If your answer is yes to any of these questions, list the conviction(s) or pending charge(s) below.** Include those that resulted in paying a fine of more than \$250, being put on probation, and/or incarceration (jail time). If you need more space, please provide us with the complete explanation on a separate page.

NOTE: A misdemeanor and/or felony conviction is not necessarily a bar to employment. Factors, such as if the position sought is a position of trust and the age at the time of offense will be taken into consideration. The information contained in your criminal history record, if any, will be disclosed only to Human Resources employees and person(s) responsible for making hiring decisions.

**1. I understand that I am required to complete this form in its entirety and that failure to do so could result in a delay and/or denial of employment and/or P-Card privileges.** \_\_\_\_\_  
Initials

**2. Have you ever been convicted of a felony? Please check one box:**  Yes  No

Conviction(s)	Date	City/State of Conviction(s)

**3. Have you ever been convicted of a misdemeanor? Please check one box:**  Yes  No

Conviction(s)	Date	City/State of Conviction(s)

**4. Do you have any charges (felony and/or misdemeanor) currently pending against you for any violation of any federal, state, county, military, or municipal law, regulation, or ordinance?**  Yes  No

Charge(s)	Date	City/State of Charge(s)

**5. Status (Select One)**

New Employee  Existing Employee

Position Applied For \_\_\_\_\_ Department \_\_\_\_\_ Department Contact \_\_\_\_\_

**For Credit Checks:** Individuals must complete the Credit Consent Form

**6. Personal Information** (Please print clearly)

Name: \_\_\_\_\_  
First Middle Last Suffix

List any other names used (Maiden, nicknames, other): \_\_\_\_\_

Current Address: \_\_\_\_\_  
Number Street City County State Zip

Years at this address: \_\_\_\_\_ Phone # \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Social Security # \_\_\_\_\_ Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_

**LIST YOUR PREVIOUS ADDRESSES OVER THE LAST SEVEN YEARS: \*If additional addresses, please attach a list to this form.**

Previous Address:

Number Street City State Zip Years at this address

Previous Address:

Number Street City State Zip Years at this address

Previous Address:

Number Street City State Zip Years at this address

I AUTHORIZE THE AUGUSTA UNIVERSITY HUMAN RESOURCES DIVISION AND/OR POLICE BUREAU NOW AND IN THE FUTURE TO RECEIVE ANY CRIMINAL RECORD INFORMATION, INCLUDING TRAFFIC OFFENSES & DRIVING HISTORY, WHICH MAY BE IN THE FILES OF ANY JURISDICTION FOR ANY VIOLATION OF ANY FEDERAL LAW, STATE LAW, COUNTY, MILITARY, OR MUNICIPAL LAW, REGULATION, OR ORDINANCE. I AGREE THAT AUGUSTA UNIVERSITY SHALL NOT HAVE LIABILITY FOR DEFAMATION, INVASION OF PRIVACY OR OTHER CLAIM IN CONNECTION WITH ANY DISSEMINATION OF INFORMATION PURSUANT TO THIS RECORD CHECK.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUGUSTA UNIVERSITY OWNED VEHICLE OPERATION:**

If position(s) for which you are applying include(s) driving of a Augusta University owned vehicle, please read and complete this section:

The Augusta University does not allow individuals that 1) have been convicted of a Driving Under the Influence violation within the last three years, or 2) have 6 points or more assessed on your license during the past year, to operate a Augusta University owned vehicle.

Do you currently possess a valid driver's license?  Yes  No State Issued: \_\_\_\_\_ License #: \_\_\_\_\_

Have you been convicted of a DUI (Driving Under the Influence) type violation within the last three years?  Yes  No

If yes, date (Month/Year) of last conviction \_\_\_\_\_

**CAMPUS SECURITY ACT NOTIFICATION**

In accordance with the Student Right to Know and Campus Security Act of 1990, the Augusta University makes available, upon request, its annual security report which provides campus security information concerning crime statistics, crime reporting procedures, building security, campus police, crime prevention information, policies regarding the illegal use of alcohol or drugs, alcohol and drug abuse education programs and sexual assault programs. If you desire a copy of this report, please contact Augusta University Public Safety at (706) 721-2914.

**GEORGIA CODE 35-3-34(a)(3)(B) NOTIFICATION**

Georgia Code 35-3-34(a)(3)(B) states "In the event that an employment decision is made adverse to a person whose record was obtained pursuant to this code section, you are required to disclose to this individual of all information pertinent to that decision. The disclosure shall include informing the individual that their criminal history record was obtained from the center, the specific contents of the record, and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a **MISDEMEANOR**."