



WEST LINN - WILSONVILLE SCHOOL DISTRICT

AUTHORIZATION TO OBTAIN BACKGROUND REPORT • PURSUANT TO 15 U.S.C. 1681b(b)(2)(B).

I authorize the West Linn - Wilsonville School District to obtain a background report for employment or volunteer purposes. I understand that an inquiry may include, but is not limited to: criminal records, motor vehicle records, address verification, civil court records, personal or professional references, and education verification. **I understand that my employment is contingent upon successful completion of this process.** An inquiry may be made as part of a pre-employment or volunteer screening process as well as at any time during the course of employment with the district. No additional notice or authorization shall be needed for future inquiries and to obtain additional reports.

VOLUNTEERS ONLY

Date(s) of Event _____ Event _____

Will you be working alone with students? Yes _____ No _____

Affiliated student name and grade (if applicable) _____

Specific Position _____ School(s)/Location _____

Full Legal Name: _____
(Please Print) _____ Phone Number _____

Previous Names Used (Maiden name, aliases, etc.) _____

Date of Birth: _____ Driver's Lic # & State: _____

Home Address: _____
Street _____ City _____ State _____ Zip _____

If you have lived outside of Oregon – Full SSN (required for searching other state data): _____

Other States & Counties in which you have resided: _____

The purpose of listing date of birth and SSN (for those outside Oregon) is for identification purposes only in conducting a background screening. It is the policy of the West Linn-Wilsonville Board of Education and School District that no discrimination or harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age or disability in any educational programs, activities or employment shall occur. Persons having questions about equal opportunity and nondiscrimination should contact the HR Director, 503-673-7095.

- Have you ever been convicted of any crime except for a minor traffic violation (parking ticket)? _____
Yes _____ No _____

If yes, what state? _____ Year _____ Convicted of: _____
Explain: (Use back side or attach separate sheet if necessary)

- Have you been arrested for a crime for which there has not been an acquittal or dismissal? _____
Yes _____ No _____
Explain: (Use back side or attach separate sheet if necessary)

Signature of Applicant: _____ Date: _____

Please return this form to the Department of Human Resources - 22210 SW Stafford Road, Tualatin OR 97062 ~ 503-673-7027

Record Check Completed _____ Date _____ Approved _____ Not Approved _____