

## Release From Liability and Consent to Check Criminal History

### Department to complete this section

Title of Position		Position Type	Department	Position Number
				D
Index # to Charge	Dept. Contact Name	Phone Number	Email Address	

### Applicant to complete this section

Please type or print legibly. Enter your name as it appears on your state driver's license.				
First Name	Middle Name	Last Name		
List other name(s) used (maiden name, previous married name(s), aliases, legal name change, assumed names) including approximate dates of name change:				
Name				Date
Current Address	City	State	Zip Code	
List residences outside of current county during the <b>past ten years</b> (use back of form if necessary):				
City, State		City, State		
Birth Date	Social Security Number	Driver's License # (If Available)	State of Issue	
Are you currently employed at PSU or an OUS institution (do not include temporary or student employment)?				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NOTE:</b> Convictions of a misdemeanor or felony crimes DO NOT automatically drop off your record after a specific period of time. The court must be petitioned in order to have any conviction or crime removed. Falsely responding to the questions below may result in your disqualification for employment or termination of your contract status.				
Have you ever been convicted of a misdemeanor or felony as an adult (18 yrs or older)? If yes, <b>please list on back</b> the circumstances and date. A criminal conviction is not necessarily a bar to University employment; decisions will be made on a case-by-case basis.				<input type="checkbox"/> Yes <input type="checkbox"/> No

### Certification and Signature

<p>I hereby authorize Portland State University to obtain reference information concerning me and any possible criminal conviction I may have. 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 my ability to obtain a position with Portland State University.</p> <p>I hereby release and discharge to the extent permitted by law, Portland State University, its employees, and any individual or agency obtaining information for Portland State University, from 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 (1) request in writing the nature and scope of the information obtained (CICS Employment Services, PO Box 57, Myrtle Pt., OR 97458, 1-800-660-0507), (2) request a written summary of my rights under the Fair Credit Reporting Act, and (3) may appeal Portland State University's decision to disqualify me for employment based upon the results of my criminal background investigation if I contest that the information revealed by such investigation is incorrect. I have read and understand all of the above information.</p>				
Signature	Date	Home Phone Number		

**Applicant, please deliver or fax completed form to Office of Human Resources.**