

APPLICANT CONSENT FORM FOR CRIMINAL BACKGROUND CHECK

Applicants are required to provide information about any conviction records or pending charges. This information will be retained in your application file which is **confidential**. Wisconsin's Fair Employment Law, s. 111.31-111.395, Wis. Stats., prohibits discrimination because of a criminal record or pending charge; however, it is not discrimination to decline to hire a person based on the person's arrest or conviction record if the arrest or conviction is substantially related to the circumstances of the particular job.

NAME (Last, First MI)	DATE OF BIRTH (Month/Day/Year)	SOCIAL SECURITY NUMBER
STREET ADDRESS	CITY, STATE, ZIP CODE	
FORMER NAME (if applicable)	DAY PHONE: EVENING PHONE:	

1. Do you have criminal charges pending against you? ... YES ... NO

2. Have you been convicted of any crime anywhere, including in federal, state, local, military and tribal courts? ... YES ... NO

If you answered "YES" to any of the above questions, please indicate: (Attach additional pages if necessary)

The nature of the offense	
Date of offense	Date of conviction
Name and location of court	
Please discuss the details of the incident and the disposition/outcome (sentence, fine, probation, Huber, suspension).	

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I state that all the information is true and complete to the best of my knowledge and I understand that any falsification or omission of information may disqualify me for this position. By signing this form, I authorize the Department to conduct a background check and verify the information provided above.	
APPLICANT SIGNATURE	DATE SIGNED