Northeastern Junior College

Release Authorization

1. In connection with my employment or application for employment, I understand that NJC may procure a criminal record and, if applicable to the employment I am applying for, a credit or driving history report on me as part of the process of considering my suitability for employment with NJC and the Colorado Community College System. In the event that any of these reports are utilized in whole or in part of making an adverse decision with regard to my employment or potential employment, before making the adverse decision, NJC will provide me with a copy of the criminal record, credit history and/or driving history report as well as a description in writing of my rights under the law.
2. According to the Fair Credit Reporting Act, I am entitled to know if action is taken or employment is denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source that provided the information.
3. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original.
4. I hereby authorize, without reservation, any law enforcement agency, governmental agency, institution, information service bureau, school, employer, reference or insurance company contacted by the Colorado Community College System, or its agent, to furnish the information described in Section 1.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entitles providing information or reports about me from any and all liability arising out of the request for or release of any of the above mentioned information or reports.

Please print your full name

_____

Last First Middle

Please print other names you have used and when they were last used

_____

_____

_____

_____ _____

Social Security Number Date of Birth

Sex: ☐ Male ☐ Female

Race: ☐ Black, non-Hispanic ☐ Hispanic or Latino
☐ American Indian or Alaskan Native ☐ White, non-Hispanic
☐ Native Hawaiian/Pacific Islander ☐ Asian

_____

Driver's License Number State Issuing License Name as it appears on license

Address information for the past 7 years must be reported on the following form. If verification results show that false statements, including omission(s), were made by the applicant, then his or her application for employment, as well as any actions based on it, will be voided and the person will not be eligible for future employment with Northeastern Junior College.

_____ _____

Signature Date

Northeastern Junior College

Address Information

Present Address _____ /_____
Street City State Zip County

How long did you live at this address? _____

Have you lived outside of the state of Colorado in the last seven (7) years? ☐ Yes ☐ No

If yes, please list all previous address outside of Colorado within the past seven (7) years and the amount of time spent at each address:

Previous Address _____ /_____
Street City State Zip County
How long did you live at this address? _____

Previous Address _____ /_____
Street City State Zip County
How long did you live at this address? _____

Previous Address _____ /_____
Street City State Zip County
How long did you live at this address? _____

Previous Address _____ /_____
Street City State Zip County
How long did you live at this address? _____

Previous Address _____ /_____
Street City State Zip County
How long did you live at this address? _____

Previous Address _____ /_____
Street City State Zip County
How long did you live at this address? _____

I certify that the statements made by me in this section are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein, including omissions, will void my application and any actions based on it and will not be eligible for future employment with Northeastern Junior College.

_____
Print Name

_____
Signature Date

Northeastern Junior College

Criminal Record Disclosure

In connection with your application for employment or current employment, we may procure a criminal record and, if applicable to the employment you are applying for, a credit check or driving history report on you as part of the process of considering your suitability for employment with Northeastern Junior College. In the event that either or both of these reports are utilized in whole or in part in making an adverse decision with regard to your potential or current employment, before making the adverse decision, we will provide you with a copy of the criminal record, credit check and/or driving history reports as well as a description in writing of your rights under the law.

Northeastern Junior College also reserves the right to conduct a background check on a current employee.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. Summary of Rights will be provided upon request.

By your signature below, you hereby authorize us to obtain a criminal record and, if applicable to current employment or the employment you are applying for, a credit check or driving history report on you in order to consider your employment with Northeastern Junior College.

Applicants Name: _____
(Please Print)

Applicant's Address: _____
Street City State Zip

Adult criminal convictions, guilty or nolo contendere pleas, deferred adjudications or deferred judgments from the age of 18 must be reported on the bottom of this form. If verification results show that false statements, including omission(s), were made, then application for employment as well as any actions based on it will be voided and the person will not be eligible for future employment with Northeastern Junior College.

Important Instructions:

- You must list **ALL** adult criminal convictions, guilty or nolo contendere pleas, deferred adjudications or judgments.
- If the position you are applying for involves the operation of state vehicle, you must list all adult driving offenses and convictions.
- Complete one section for each conviction, guilty or nolo contendere plea, deferred adjudication or judgment.
- Each reported record must be fully completed. Leave no blank spaces.
- Please attach a separate page if additional space is needed.
- You may not be able to modify this form later.

☐ **If you have no convictions, guilty or nolo contendere pleas, deferred judgments and/or deferred adjudications or applicable driving offenses to report, please check here and sign below.**

Convictions, Guilty or Nolo contendere pleas, and/or Deferred Judgments or Adjudications

Date(mm/yyyy)_____ Location (city, state)_____
Type of Offense_____ Name of Court _____
Nature of Offense_____

Date(mm/yyyy)_____ Location (city, state)_____
Type of Offense_____ Name of Court _____
Nature of Offense_____

Date(mm/yyyy)_____ Location (city, state)_____
Type of Offense_____ Name of Court _____
Nature of Offense_____

I certify that the statements made by me in this section are true, compete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein, including omissions, will void my application and any actions based on it and I will not be eligible for future employment with Northeastern Junior College.

_____
Signature

Northeastern Junior College

General Release and Authorization

I, _____ , for myself, my successors, agents and estate, hereby release the State of Colorado, the State Board for Community Colleges and Occupational Education (SBCCOE), Colorado Community College System, including the state community colleges and the central System office, and all current and former employees, agents and attorneys of the State of Colorado from any and all claims, causes or faction, liabilities, expenses and for damages which I may assert against any of them as result of my undergoing an employment or pre-employment background and reference check by Northeastern Junior College.

Furthermore, I hereby authorize any former employer and/or agents of a former employer, to provide said information to any representative of Northeastern Junior College upon request.

Furthermore, I, _____ , for myself, my successors, agents and estate, hereby release any former employer and/or agents of a former employer from any and all claims, cause of action, liabilities, expenses and for damages which I may assert against any of them as result of the information they provided to Northeastern Junior College as part of employment or pre-employment background and reference checking on me.

Furthermore, I understand that this release shall be forever binding and no revision, modification or release therefrom may be made without the express written consent of Northeastern Junior College and SBCCOE.

A photocopy of this release will be sufficient to authorize the release of the aforementioned information.

_____ _____

Signature Date