

REQUEST TO CONDUCT CRIMINAL BACKGROUND INVESTIGATION

As _____, I request that a criminal background check or investigation be conducted on the applicant named below for purposes of evaluating this applicant for employment in the position stated below.

I understand that no offer of employment will be or can be extended to the applicant until after written approval signed by the Director of the Human Resources of the AOC authorizing the employment of the applicant is obtained.

Position/Job Title _____

Full Name of Applicant/Volunteer _____

Social Security # _____ **Driver's License No.** _____

Date of Birth _____ **Sex** _____ **Race** _____

Current Address _____

Telephone # _____

Signature of Applicant
(Signature denotes authorization from applicant to conduct background check)

Date

Print/Type Name of the official making the request

Date

Signature of the official making the request

Form should be forwarded to:

Attn: AOC Human Resources Department
Vonda C. Sanders, Director, Human Resources
300 Dexter Avenue
Montgomery, Alabama 36104

Do not write below this line. For AOC HR Personnel Use Only

Results: _____ **Approved for hire** _____ **Disapproved for hire** _____

Date of Results: _____

Signature of HR Personnel Conducting Background Check: _____

PLEASE ALLOW 14 CALENDAR DAYS FOR PROCESSING