HIGHLINE COLLEGE

EMPLOYMENT & VOLUNTEER BACKGROUND INVESTIGATION – APPLICANT DISCLOSURE FORM

After reading the statements below, please complete the document, sign it and bring it to Highline College, Office of Human Resources, PO Box 98000, MS 99-20, Des Moines, WA 98198.

****OFFER OF EMPLOYMENT OR VOLUNTEER OPPORTUNITY AT HIGHLINE COLLEGE IS CONTINGENT UPON COMPLETION OF A SUCCESSFUL BACKGROUND CHECK****

NOTICE REGARDING BACKGROUND INVESTIGATION
[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

You are receiving this notice because the employment or volunteer position you have applied for may allow you to have access to vulnerable persons, trade secrets, confidential or proprietary business information, and/or money or items of value. The Employer ("Highline College") will conduct a criminal background check prior to offering you the position. **Your employment or volunteer status at the College is contingent on successfully passing a criminal background check. If the College receives a potentially disqualifying conviction record you will be offered the opportunity to review and/or dispute the information.** Any conviction record obtained will be available only to persons involved in hiring, background investigations, or job assignments if the College selects you for this position.

Financial positions will require a financial/credit check prior to offering you employment. **Your employment at the College is contingent on successfully passing a financial/credit check if required by the position.**

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of this Notice Regarding Background Investigation and a summary of my rights under RCW 43.43.815 and certify that I have read and understand these provisions. I hereby authorize the College to obtain a criminal background check. I hereby authorize the College to conduct a financial/credit check if required for the position. I understand that if the criminal background check and/or the financial/credit check reveals false information given by me, it will be grounds for not being hired or given further consideration, or if already hired or placed in the volunteer position, for immediate dismissal.

Name: _____
Formal First Name **Formal Middle Name** **Formal Last Name**

Maiden/Alias Name: _____

Social Security Number: _____ **DOB** _____/_____/_____

Current Address: _____
Street **City** **State** **Zip Code**

Signature: _____ **Date:** _____