



NOTIFICATION OF BACKGROUND INFORMATION REQUIREMENTS

You have applied for consideration for employment with one of the entities of the Four Oaks Enterprise – Four Oaks, Family Resources, Jane Boyd, or the Affordable Housing Network. The mission and work of each of these entities requires a thorough review of the qualifications and fitness of prospective employees. Specific requirements of that review are imposed variously by law, regulation, contract, or accreditation and licensing standards. This review may include without limitation any or all of the following:

- ✓ Documentation of educational achievement.
- ✓ Any history of criminal law violation.
- ✓ Any history of founded child or dependent adult abuse.
- ✓ Verification of previous employment and reference checks.
- ✓ Driving record as applicable.
- ✓ Verification of licensing status.
- ✓ Other relevant information as required by specific service.

By signature to this document and the authorizations below, you are acknowledging that you have been advised of these requirements.

BACKGROUND CHECK AUTHORIZATION AND RELEASE

This release constitutes my consent and authority to Four Oaks and any of the entities of the Four Oaks Enterprise to which I have applied for employment to examine and obtain copies, abstracts of records, or receive statements and information regarding my background. Specifically, I hereby authorize the release of information and records to a duly authorized representative of Four Oaks or the entity to which I have applied for employment information relative to any of the matters identified in the previous section.

I further authorize the custodian of records and other sources of information pertaining to me to release the information on request. I authorize the release of this information regardless of any previous agreement to the contrary. I understand that the information released is for use only for the purpose of employment and may be re disclosed only as authorized by regulation or law.



The following information is required for the purpose of properly identifying you for the purpose of obtaining the background checks required as described previously and will be used only for that purpose. We are an equal opportunity employer and do not and may not discriminate in employment based solely on the personal information disclosed below.

PRINTED NAME: _____
First Name Middle Name Last Name

OTHER ALIAS (MAIDEN NAME): _____

COMPLETE RESIDENCE ADDRESS: _____
Street Number/P.O. Box Street Name

City _____ State _____ Zip _____ County _____

SOCIAL SECURITY NUMBER: _____

DAYTIME TELEPHONE NUMBER: _____

DRIVER'S LICENSE NUMBER: _____ STATE OF ISSUANCE: _____

DATE OF BIRTH: _____ GENDER: _____

____ I have never been convicted of or received a deferred judgment in connection with a guilty plea to any crime, and have never been the subject of a founded child or dependent adult abuse or neglect.

____ I have been convicted of a crime or received a deferred judgment as a result of a guilty plea, or have been the subject of a founded child or dependent adult abuse. The particulars thereof are:
(Identify location, nature of criminal conviction or of founded abuse)



I further release Four Oaks and the entity to which I am applying for employment **as well as the persons, individuals, or entities providing information** from any and all claims, costs, damages, injury or other liability which may arise or be made as a result of obtaining or providing said information.

This authorization shall remain in effect throughout my employment, if selected for employment.

Various statutory, regulatory, and accreditation standards require a determination concerning a past history of criminal conviction or founded child or dependent adult abuse. As a volunteer or staff person of Four Oaks, or one of the entities of the Four Oaks Enterprise, I will be subject to that requirement. In accordance with those standards, Four Oaks Enterprise will also do a search on the Sex Offenders Registry. In order to be considered for a position, I am required to disclose past convictions or deferred judgments in connection with a guilty plea to any crime or founded child or dependent adult abuse or neglect.

If I am offered a position with this agency and such act has occurred, I understand that I will need to request and be granted an authorization to participate from the Department of Human Services. I further understand that falsification of this information is grounds for dismissal and I must advise the agency of any convictions while affiliated with Four Oaks or any of its entities.

I HAVE READ THE FOREGOING AND BY SIGNATURE HERETO AGREE WITHOUT RESERVATION:

SIGNATURE

DATE



PERSONAL INFORMATION FORM - 2018

This form is to be used for the express purpose of completing your employment records and/or forms as required by law. The information you supply will be held in the strictest confidence.

Name: _____
Last, First, Middle Initial

Email: _____ Phone: _____

Address: _____ SSN: _____

City, State, Zip

OPEN POSITION SOURCE:

- Indeed.com
- CareerBuilder.com
- CorridorCareers.com
- Gazette.com
- College Website _____
(Name of College/University)
- Four Oaks Webpage
- Other Source/Event _____
(Name of Other Source/Event)

Previous Intern and/or Volunteer with Four Oaks?

- Intern Volunteer No

Bilingual - If yes, what language(s)?

Race and Ethnic Identification:

- Hispanic or Latino White
- Black or African American Asian
- Native Hawaiian or other Pacific Islander
- Two or more races
- American Indian or Alaska Native

****MANAGER TO COMPLETE****

Job Title: _____

Circle: FULL-TIME or PART-TIME

Reports to: _____

Location: _____

Department Code: _____

Program: _____

Projected Start Date: _____

Hourly Wage/Salary: _____

Physical required? YES or NO

Circle: DRIVING or NON-DRIVING position

Paid Leave Accrual: ____ hrs/mo or N/A

Signature _____

Date _____