

STEUBEN COUNTY GOVERNMENT CONFIDENTIAL



Dear Applicant:

At some point during the hiring process you may be asked to take pre-employment tests including but not limited to: Spelling Test, Typing Test, Drug Test and/or Polygraph or Voice Employment Test, background check and/or limited criminal history check.

Please complete the following information, sign in the presence of a witness and return this form with your application.

I, the undersigned, hereby authorize any person, agency, partnership or corporation having information concerning my CREDIT RECORD, EDUCATIONAL RECORD, MEDICAL RECORD, EMPLOYMENT RECORD AND MILITARY RECORD OR SELECTIVE SERVICE RECORD, to release such information to the STEUBEN COUNTY PUBLIC SAFETY COMMUNICATIONS DEPARTMENT OR THE STEUBEN COUNTY SHERIFF'S DEPARTMENT. This information will be used for possible employment with the STEUBEN COUNTY GOVERNMENT, will not be made available for public inspections and will be held in strict confidence.

I hereby release such person, agency, partnership, or corporation from liability which may be incurred in releasing this information to the STEUBEN COUNTY PUBLIC SAFETY COMMUNICATIONS DEPARTMENT OR THE STEUBEN COUNTY SHERIFF'S DEPARTMENT, including liability under federal laws.

I, the undersigned, hereby authorize and give my consent to the Steuben County Sheriff's Department, Steuben County, Indiana, to release any and all CRIMINAL HISTORY INFORMATION regarding myself, as that information appears in the records of the Steuben County Sheriff's Department, for the purpose of employment or for my personal use.

I, hereby waive, release and surrender any and all rights to claims which I may have against the Steuben County Government, or the Steuben county Sheriff Department, or any of the officers or employees of the Steuben County Government or the Steuben County Sheriff's Department that may arise as a result of the release of this criminal history information.

Printed Name: _____ Maiden Name: _____

Date of Birth: _____ Social Security No.: _____

Driver's License State: _____ Driver's License No.: _____

Street Address: _____ City: _____ Zip Code: _____

Signature: _____ Witness Signature: _____

SHERIFF DEPARTMENT USE ONLY

DATE: _____ () NO RECORD FOUND () RECORDS FOUND - SEE BELOW

Steuben County Sheriff's Department - Records Division

Records checked from Jan 1993 to Present. Criminal history information furnished is for felony 1111d misdemeanor arrest (where the subject was confined to the jail) made by all law enforcement agencies in Steuben County. This may not include all of the subject's criminal history.