

CONSENT FORM

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**Wisconsin. State Laboratory of Hygiene
Authorization to Release Criminal Information for Employment Purposes**

Note: *The position for which you are being considered requires candidates be subject to a criminal background check as a condition of employment. This check includes a review of any pending charges or convictions. The Wisconsin Fair Employment Act prevents employers from disqualifying applicants based on criminal history unless the position for which the applicant applied has job responsibilities that are substantially related to the applicant's criminal history.*

I authorize the Wisconsin. State Laboratory of Hygiene (WSLH)/(UW-Madison) to conduct a criminal background check. In connection with this consent, I authorize the use of law enforcement agencies and/or private background check organizations to assist the WSLH in collecting this information. *HireRight, Inc. has been secured as a third-party vendor (Consumer Reporting Agency) to assist in collecting and verifying information.*

I am aware that the information requested below regarding sex and date-of-birth is for the sole purpose of accurately gathering the information needed for the criminal background check and will not be used to unlawfully discriminate against me.

I also am aware that records of arrests on pending charges and/or convictions are not an absolute bar to employment. Such information will be used to determine if there is a substantial relationship between the circumstances of the arrest and/or conviction and the position for which I am being considered.

Please print all responses:

Position(s):			
WSLH Unit/Department:			
Full legal name:			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
Other names you have used In the past seven (7) years:			
Current address:			
Previous address (most recent):			
Phone number:		Alternate phone number (cell):	
Date of birth:	<u> </u> / <u> </u> / <u> </u> <i>Month/Day/Year</i>	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Social Security #:			

Have you ever been convicted of a criminal* offense or have any pending criminal* charges against you? (This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations).

☐ Yes (Provide details on next page)☐ No

To the best of my knowledge, the information provided on these pages is true and complete. I understand that any falsification or omission of information may disqualify me for this position.

Signature_____
Date

Nature and Date(s) of Conviction(s) and/or Pending Charge(s):

Name and Location of the Court or Jurisdiction for the Items Listed Above:

Return this completed form to one of the following:

Sandra Prisbe or Nancy Shaker Marty (Criminal Background Check Coordinators)
Wisconsin State Laboratory of Hygiene
Human Resources
Room 217
465 Henry Mall
Madison, WI 53706

California, Minnesota, or Oklahoma applicants only – You will be provided with a free copy of any consumer reports or investigative consumer reports obtained on you if you check the box below.

☐ I wish to receive a free copy of the report.