

Authorization to Release Background Information Notice to Prospective/Current Employees

I understand that as a condition of employment with Griffin Technical College, an investigation of my background (to include a criminal history records check) will be conducted. Dependent upon the position for which this check applies, the background investigation will also include a review and/or verification of one or more of the following:

- State Sex Offender registry records;
- Motor vehicle/driver's history records;
- Military service;
- Employment history;
- Credentials;
- Education records;
- Credit history; and/or,
- Information contained in my application for employment, resume, personal interview(s), and the State of Georgia Security Questionnaire Loyalty Oath.

I understand that any information obtained during the investigation, including the falsification and/or misrepresentation of any statement of **material** fact on my resume, employment application, personal interview(s), or required state forms may remove me from further consideration for the position for which I applied, may result in the withdrawal of an employment offer previously extended, or may result in termination if employed prior to completion of this process.

NOTE: "Material" refers to information pertaining to records, credentials, and/or qualifications that directly influences and/or impacts a hiring decision.

I understand that I am required to disclose on the accompanying State of Georgia Security Questionnaire/Loyalty Oath any crime(s) for which I have been convicted, including any first offender plea or plea of nolo contendere for any crime(s), including but not limited to drug-related offense(s), traffic offense(s) (in which the fine was greater than \$35) and Driving Under the Influence (DUI).

I understand that employment restrictions may apply (or, if a current employee, subsection to adverse personnel action may occur) with Griffin Technical College if:

- I possess a felony charge;
- Criminal attempt to commit a felony;
- I possess a misdemeanor charge directly related to my potential area of assignment as determined by the College;
- I possess a misdemeanor charge involving simple battery when the victim is a minor; contributing to the delinquency of a minor; any sexually-related offense; or any crime of moral turpitude;
- I possess a pending felony charge, or a pending misdemeanor charge;
- I am on active probation or parole for any felony offense, or for a misdemeanor offense involving simple battery when the victim is a minor; contributing to the delinquency of a minor; any sexually-related offense; or any crime of moral turpitude; or directly related to my potential area of assignment as determined by the College;

Notice to Prospective/Current Employees--Authorization to Release
Page Two

- There is an active felony or misdemeanor warrant for my arrest;
- I entered a plea of nolo contendere to or have been convicted of a misdemeanor violation of the Georgia Controlled Substances Act if such plea/conviction occurred within the previous twelve (12) months;
- I have a suspended or revoked license and/or two (2) or more convictions or pleas of nolo contendere for Driving Under the Influence (or similar charges) within the previous five (5) years if my area of assignment will regularly involve the operation of a state vehicle or personal vehicle to transport staff and/or students;
- I have an unfavorable credit history as determined by the College;
- I have falsified and/or misrepresented any statement of material fact on my resume, employment application, personal interview(s), or required state forms;
- I fail the personal and/or professional reference check.

I hereby authorize the release of any criminal history information (including but not limited to motor vehicle/driver's history and State Sex Offender registry records) that may be maintained on me by any federal, state, or local criminal justice agency to designated Griffin Technical College official(s) and permit the College to obtain information pertaining to my education, employment, credentials, personal and professional references, and (as applicable) my military and/or credit history.

If hired, I understand that this authorization shall remain in effect throughout my employment with Griffin Technical College. My authorization shall permit the College to obtain information pertaining to my criminal history and/or driver's history records (as necessary) at any time for legitimate business reasons.

If hired, I understand that I am required to report all arrest(s) and the disposition of such arrest(s), (e.g., dismissal, convictions, etc.) to my immediate supervisor and/or human resources as soon as possible but not later than five (5) calendar days following the date of the arrest and/or final disposition.

As provided in the Fair Credit Reporting Act of 1971, as amended, I understand that a report may be made and include information as to my character, general reputation, personal characteristics, and mode of living.

Lastly, I understand that my consent for this background investigation is voluntary; however, I also acknowledge that refusal to provide my authorization will remove me from further consideration for the position for which I applied, or if a current employee, may result in adverse personnel action.

