

Consent for Release of Information

DHS Policy #504

I hereby give my consent for a criminal history record check.

- ☐ I understand that this is a preliminary check for employment purposes and that all prior arrest information will be reported by the Georgia Crime Information Center (GCIC) to the Department of Human Services (DHS), Office of Human Resource Management and Development.
- ☐ I understand that if I am offered employment with DHS, my fingerprints will be taken, and a more extensive background investigation will be completed.
- ☐ I understand that information received from the criminal history record check may be used as a basis for removing me from consideration after an offer is made for employment or separation from employment.
- ☐ I understand that failure to disclose any prior convictions will be grounds for disqualification from further consideration or termination of employment with DHS.
- ☐ I understand that this consent is voluntary; however, I acknowledge that refusal to give this consent will remove me from further consideration for the position for which I applied.
- ☐ In addition to the Criminal History Background check, I give consent to a comprehensive background check, including but not limited to; education verification, Social Services check (IDS), and reference checks.
- ☐ I also acknowledge that providing false information or failure to disclose any information pertaining to my identity or criminal history may be a violation of Official Code of Georgia disclose § 16- 10- 20.

Full Name: (Last, First, Middle)					
Address: PO BOX or Street					
City, State, Zip Code					
Social Security Number					
Date of Birth:		Race:		Sex:	
Place of Birth:			Height:		Eye Color:
			Weight:		

College/Universities	City and State	Major	Type of Degree	Graduation Date
Full Name on Degree				

Signature of Applicant/Employee:
Date:

Name of DHS Organizational Unit:			
Contact Person:			
Phone Number:		Email:	

FOR OHRMD USE ONLY:

- ☐ No criminal history found through GCIC system check
- ☐ Criminal history found that prohibits hiring. (See attached.)
- ☐ Criminal history found that does not prohibit hiring. (See attached.)