

**Town of Sullivan**

**EMPLOYMENT/VOLUNTEER SCREENING**

The Town of Sullivan has established a protocol for doing background checks on those people seeking to serve as volunteers, Independent Contractors or employees of the Town of Sullivan, and whose involvement would put them in positions of responsibility. This was done in an effort to protect the security, safety and health of our employees, residents and others, while safeguarding the assets of the Town of Sullivan and ensuring that individuals are worthy of the trust they are given. Please fill in the information below and submit for consideration of employment.

**FULL (Proper) NAME** \_\_\_\_\_

Also Known As (AKA) \_\_\_\_\_

Maiden Name \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

If less than 2 years at current address please provide previous address:

\_\_\_\_\_

**HOME PHONE** \_\_\_\_\_

**SSN** \_\_\_\_\_ **DOB (M/D/Y)** \_\_\_\_\_

**DRIVERS LICENSE NUMBER** \_\_\_\_\_ **ISSUING STATE** \_\_\_\_\_

Do you authorize the Town of Sullivan to do a background check, a criminal report and/or DMV report, and understand that giving such permission is not an indication of employment and may result in being disqualified for the position?

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_

**SIGNED NAME** \_\_\_\_\_

**DATE(M/D/Y)** \_\_\_\_\_

**ALL INFORMATION OBTAINED IS HELD IN CONFIDENTIALITY**

**Town of Sullivan Parks & Recreation Department**

**707 Legion Drive**

**Chittenango, NY 13037**

Background Checks will include, at a minimum, a National criminal background check including felonies and misdemeanors, a social security trace, and a National Sexual Offender Registry check. Background Checks will not include a credit check (conducted in compliance with the Fair Credit Reporting Act) unless specifically stated somewhere on this form. Other reports may include driver history check, and credentials verification for applicants designated by the Town of Sullivan.