



APPLICANT RELEASE AND DISCLOSURE FORM

(Applicable to volunteers, employees and job applicants)

Dear _____,

This is to confirm that an offer of employment, continued employment or acceptance of volunteer work can only be extended to you for the position of _____ in the _____ program upon successful completion of a criminal background check.

A background check will be processed through THE New York State Department of Correctional Services, the Department of Motor Vehicles and various web sites providing local, county, state and/or national information.

If the check reveals no criminal convictions relevant to the position, Credo will determine that you have been cleared for employment in the position or for volunteer work. If the check reveals a criminal conviction, the Credo Human Resource Director will forward the information to the Criminal Background Check Review Committee who will make final determination regarding your suitability for the position. Credo will verbally inform you of your criminal background check results and inform you when a conviction disqualifies you from employment or volunteer work. Upon unsuccessful completion of a criminal background check and/or motor vehicle report, Credo will provide written notice including name, address, and telephone number of the agency that conducted the background check to the individual when employment or volunteer work is denied based on information received from the reporting agency, as required by the Fair Credit Reporting Act (FCRA), which covers criminal background checks.

Only criminal convictions will be considered in determining your suitability for employment. Falsifying information submitted on any Credo forms, including employment application, will be cause for non-selection.

I hereby authorize release of any information regarding criminal convictions that may exist against me.

Print Your Name: _____

Your Signature: _____ Date: _____

**** Submit to the Human Resource Director ****