



TCN: \_\_\_\_\_

### CRIMINAL BACKGROUND VERIFICATION FORM

Thank you for working for the County of Albemarle. In accordance with § 19.2-392.02 of the Code of Virginia, we have the right to investigate the background of potential employees. Your signature on this document indicates that you consent to the conditions set forth by the County of Albemarle and the Code of Virginia.

I understand that the County of Albemarle may perform a background investigation via the Virginia State Police to determine my eligibility for employment; I hereby authorize the County to secure the information necessary to make such a decision. The County reserves the right to deny access until satisfactory completion of the investigation. Additionally, I understand I have the right to obtain a copy of the report, to challenge the accuracy and completeness of any information contained, and to obtain a prompt determination as to the validity of such challenge before a final determination is made.

I hereby authorize the release of the information related to this investigation, and further release from liability any and all individuals and organizations who provide information to the County of Albemarle concerning my professional competence, ethics, character, criminal record (if any), and qualifications.

Please list ALL of your past convictions, regardless of whether you entered a plea (e.g., guilty plea, Alford plea, no contest, etc.) or went to trial, regardless of the penalty (e.g., jail, prison, community service, fines, probation, suspended sentence, reduced sentence, etc.), and regardless of the date of the offense. You are not required to list convictions that have been legally sealed or expunged.

#### Please answer the following questions:

Have you EVER been convicted of any traffic infractions (i.e. moving violations)?

NO       YES

Have you EVER been convicted of any misdemeanor?

NO       YES

Have you EVER been convicted of any felony?

NO       YES

Have you EVER been convicted of any crime of moral turpitude?

NO       YES

Have you EVER been convicted of any offense involving sexual molestation, physical or sexual abuse or rape of a child?

NO       YES

Have you EVER been the subject of a founded case of child abuse and/or neglect by a Department of Social Services/Child Protective Services Unit?

NO       YES

Are you the subject of any PENDING charges for a criminal offense?

NO       YES

If you answered "YES" to any of the above questions, please explain below including date(s) and location(s). Convictions and/or charges will not automatically disqualify you from employment. All results from the verification are compared against the job application.

While employed by the County of Albemarle, I understand that I must report within one (1) business day, any ARRESTS as well as CONVICTIONS that occur during my time of service. (This includes instances occurring during school and summer breaks if you will be returning to work when back in session.)

By signing this document, I authorize the County to conduct a background investigation and agree to comply with the policies set forth by the County. I also certify that the information provided on this form is accurate, and I understand that any information falsely provided will be sufficient grounds for the immediate termination of my services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Department or School

\_\_\_\_\_  
Position/Job Title

**Please complete the following:**

_____ Street	_____ City	_____ State	_____ Zip
_____ Gender	_____ Race	_____ Height (inches)	
_____ Weight	_____ Eye Color	_____ Hair Color	
_____ Date of Birth	_____ Birth State	_____ Birth Country	
	_____ Phone		

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For HR Use Only

Fingerprints taken by: \_\_\_\_\_

Date: \_\_\_\_\_