



DEPARTMENT OF CONSERVATION & RECREATION
DIVISION OF STATE PARKS
Background Check Authorization Form



Important Information – Please Read

All applicants for positions recommended for hire or related service with (*employment, as a volunteer, for community service credit, or in any other capacity,*) the Department of Conservation and Recreation, Division of State Parks, must submit to a background check as part of the hiring process. A previous conviction or traffic violation (if applicable) *does not* automatically disqualify an applicant from a job or position. An existing court matter, conviction, or violation will be judged on its own merits with respect to time, circumstances, seriousness, and the extent to which it is related to the position. You may be required to provide court, probation or parole, or other related documentation. **Completion of this form and submission of follow-up information is mandatory. If the authorization form is incomplete, follow-up information not provided, or the form is unsigned, the hiring process can be delayed, or you may be disqualified.**

Applicant Information

Last Name:	First Name:	Middle Name (Legal):	Maiden/Other Names:
Date of Birth (mm/dd/yyyy):	Race:	Gender: Male Female	Last Four (4) Digits of SSN:
Current Physical Address (Street/Apt.#)		City, State, Zip:	
Email Address:		ID#:	
Cell Phone:	Other Phone:	Type of ID (DL, State ID, School, etc.):	
Position: <small>** Community Service Requires charge documentation</small>	State Park/Location:		

Certification & Affidavit of Release

By signing this form, I certify that all information contained on the form is true and correct to the best of my knowledge and no pertinent information has been omitted. I understand that any misrepresentation, falsification, or omission of information may be cause for denial and may result in criminal charges. I further give consent and authorize the Virginia Department of Conservation and Recreation, Division of State Parks, to conduct a background check. I understand that a background check will include a review of criminal history reports, vehicle driving records, and where appropriate other records or information related to my suitability.

Signature of Applicant: _____ **Date:** _____
Signature of Legal Guardian: _____ **Date:** _____
(If applicant is under 18) _____ **Date:** _____
(mm/dd/yyyy) _____ **Date:** _____
(mm/dd/yyyy)

For DCR Use Only: Based on a background check conducted in accordance with DCR Policy #303, a review of records resulted in the following final suitability determination: Suitability Issue Suitability by Policy (Check Criteria)

CRIMINAL HISTORY & DRIVING RECORDS REVIEW		OFFICE OF THE CHIEF (PS&LE) REVIEW	
<input type="checkbox"/> No Records Found	<input type="checkbox"/> Records Found (Office of the Chief – PS&LE Required)	<input type="checkbox"/> Suitable by Policy	<input type="checkbox"/> Suitability Issue
Certified VCIN Operator _____ Date _____		Office of the Chief _____ Date _____	
DCR HR DIRECTOR REVIEW Employee Suitability Issues Only		CRITERIA (Position is contingent upon the following):	
<input type="checkbox"/> Suitable by Policy <input type="checkbox"/> Suitability Issue			
Human Resources Director _____ Date _____			