



APPLICANT CONSENT FOR BACKGROUND CHECK

How are you protected?

Indicating you have an arrest or conviction record does not automatically disqualify you from consideration for a job. Wisconsin's Fair Employment Law, s. 111.31-111.395, Wis. Stats., prohibits discrimination based on an arrest or conviction record. It is not discrimination, however, to decline to hire a person based on the person's arrest record, a pending charge, or conviction record if deemed substantially related to the circumstances of the particular job. Information gathered in the Criminal Background Check will enable us to determine if the arrest or conviction record is substantially related to the job.

The information you provide on this form will be retained in a **confidential** manner.

What do you need to do now?

Applicants are required to complete, sign and return the attached form in order to remain under consideration for this position. Please complete the form, place it in a sealed envelope and leave it with the interview coordinator or supervisor before you leave after your interview.

Completed and signed forms may also be returned

By Fax 608-261-8293

By E-Mail Human.resources@wicourts.gov

By Mail 110 E. Main St. Suite 430, Madison WI 53703-3356

This form must be completed and returned within 2 business days of the date of your interview in order for you to continue to be considered for this position.

Definition of terms used on this form:

Arrest Record: "Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority." s. 111.32(1), Wis. Stats.

Conviction Record: "Includes, but is not limited to, information indicating that an individual has been convicted of any felony, misdemeanor or other offense, has been adjudicated delinquent, has been less than honorably discharged, or has been placed on probation, fined, imprisoned, placed on extended supervision or paroled pursuant to any law enforcement or military authority." s. 111.32(3), Wis. Stats.

Criminal Charge: A criminal complaint, information, or indictment filed in a state, federal, tribal or international court of law.

Injunction or Temporary Restraining Order: An Injunction or Temporary Restraining Order is a court order that prohibits contact between the person requesting the order (the Petitioner) and the person whom the order is against (the Respondent) (i.e., Harassment [Wisconsin Statute: 813.125]; Domestic Abuse [Wisconsin Statute: 813.12]; Child Abuse [Wisconsin Statute: 813.122]; Individual at Risk [Wisconsin Statute: 813.123]; Juvenile Harassment [Wisconsin Statute: 48.25(6) and 813.125])

The definitions above are based on Wisconsin Statutes; for out-of-state background checks equivalent definitions will be used.

Prior to completing this form, it may be beneficial to review the Wisconsin Circuit Court records pertaining to you at <http://wcca.wicourts.gov> and obtain a copy of your driver license abstract at <http://www.dot.wisconsin.gov/drivers/drivers/request-record.htm>. Please remember not all fines/convictions may appear on the Wisconsin Circuit Court site. To obtain your complete record visit <http://www.doj.state.wi.us>

Failure to report a fine and/or conviction may result in not being considered for this position.

Questions about this form may be directed to human.resources@wicourts.gov

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HUMAN RESOURCES USE ONLY		
Position Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Project <input type="checkbox"/> Limited-Term <input type="checkbox"/> Work Study <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor		
Position Number:	Recruitment Number (optional):	Classification Title:
Does this position have a fleet requirement? Yes No		

In order to be considered for the position, for which you applied, we must complete a Criminal Background Check. As part of the Criminal Background Check the Wisconsin Court System may obtain a consumer report that includes, but is not limited to, creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, reference checks, DMV records, any other public records and any other information bearing on your credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

Failure to truthfully provide all requested information below, including your Social Security Number, will prevent the Wisconsin Court System from completing the required background check for hiring purposes, and will result in your disqualification from the hiring process.

Name (Last, First, Middle)	Gender Female Male	Race
Date of Birth (Month/Day/Year)	Social Security Number	
Street Address	City, State, Zip Code	
Email Address	Day Phone: Evening Phone:	
Former Name(s)Aliases (First, Middle, Last) (Including Maiden Name)		

In the above box where it states "Human Resources Use Only" it notes if this position has a fleet requirement. If the box is marked as Yes, please fill in the following driver's license information. If the box is marked No, you do not need to fill in the driver's license information and can proceed after this section.

Driver's License State	Driver's License Number
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Have you always lived in Wisconsin? Yes No
If **No**, provide place(s) of residence (State/County) and time period(s)

Place(s) of residence outside of Wisconsin and time period(s) for the last 5 years. Attach additional pages if needed.
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Do you have criminal charge(s) pending against you? Yes No
 Have you ever been the respondent in an Injunction or Temporary Restraining Order? Yes No
 Have you been convicted of any crime anywhere, including in federal, state, local, military and tribal courts? Yes No
 If you answered "Yes" to any of the above questions, please indicate: (Attach additional pages if necessary to include the same information for each pending charge or convicted crime).

The nature of the offense	
Date of the offense	Date of conviction
County and State or territory where criminal charges(s) is/are pending against you.	
Name, location, address of court	
Please discuss the details of the incident and the disposition/outcome (sentence, fine, probation, Huber, suspension etc.).	

Notice: By my signature below I hereby authorize and consent to the State of Wisconsin's procurement of such a report. This information will be retained in my application file, which is confidential. Wisconsin's Fair Employment Law, s. 111.31-111.395, Wis. Stats., prohibits discrimination because of a criminal record or pending charge: however, it is not discrimination to decline to hire a person based on the person's arrest or conviction record if the arrest or conviction is substantially related to the circumstances of the particular job. Failure of any applicant (current or potential employee) to disclose any requested information, including but not limited to: criminal or ordinance violations, convictions, fines, forfeitures, temporary restraining orders, pending charges (including traffic and DNR charges) or expunged offenses, will make you ineligible. This includes all adult fines and/or convictions regardless of how many years have elapsed.

I affirm that all the information on this document is true and complete to the best of my knowledge and I understand that any falsification or omission of information will disqualify me for this position. I authorize the Wisconsin Court System to conduct a background check and verify the information provided above and to procure a consumer credit report if applicable.

APPLICANT SIGNATURE	DATE SIGNED
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HUMAN RESOURCES USE ONLY			
Processed by:	Date Processed:	Requested by:	Decision Eligible Not Eligible