

Pre-Employment/Employment Criminal Record Waiver Form

The position you applied for requires a criminal history records check. In accordance with [Human Resources Policy 2-500](#), Background Check Requirements and [Salt Lake County Ordinance section 2.80.150](#), criminal history record checks are used to make hiring, transfer or promotion decisions for certain positions. Convictions can be used to disqualify you for this position under Human Resources Policy 2-500 which states an applicant or employee may be disqualified if the criminal background check reveals relevant, job related criminal history.

In addition to the criminal background check required above, some agencies may have supplementary hiring clearance requirements for positions that include database access (FBI, BCI, UCJIS) or licensing /certification restrictions.

The information from your criminal history records check will be kept confidential by the Salt Lake County Human Resources Division. Convictions that may disqualify you for the position will only be reported to persons involved in the hiring, transfer or promotion decision.

You have the right to review your criminal record. If you disagree with any disqualifying information on your criminal record, you may request a copy by contacting the Utah Bureau of Criminal Identification via their website: bci.utah.gov.

(Please print the following)

Full Name

Date of Birth

Last 4 Digits of Social Security #

Hiring Division

Position

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the Utah Bureau of Criminal Identification to release information found in the Utah Computerized Criminal History files to the Salt Lake County hiring Division listed above to determine my eligibility for employment, promotion or transfer. I hereby release Salt Lake County from any liability resulting from furnishing such information.

Signature in Full

Date