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| **CONSENT FOR RELEASE OF INFORMATION**  **DHS Policy #504** |

**Double-click on the boxes below to indicate your consent. Consent must be granted for each entry.**

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| Yes | I hereby give my consent for a criminal history check. |
| Yes | I understand that this is a preliminary check for employment purposes and that all prior arrest information will be reported by the Georgia Crime Information Center (GCIC) to the Office of Human Resource Management and Development in the Department of Human Services (DHS). |
| Yes | I understand that information received from the criminal history record check may be used as a basis for removing me from consideration for employment or separation from employment. |
| Yes | I understand that if I am offered employment with DHS, my fingerprints will be taken and a more extensive background check will be completed. |
| Yes | I understand that failure to disclose any prior convictions will be grounds for disqualification from further consideration or termination of employment with DHS. |
| Yes | I understand that this consent is voluntary; however, I acknowledge that refusal to give this consent will remove me from further consideration for the position for which I applied. |
| Yes | In addition to the Criminal History Background check, I give consent to the completion of a comprehensive background check including but not limited to education verification, Integrated Data System (IDS) and reference checks. |
| Yes | I also acknowledge that providing false information or failure to disclose any information pertaining to my identity or criminal history may be a violation of O.C.G.A §16-10-20 (False statements and writings, concealment of facts, and fraudulent documents in matters within jurisdiction of state or political subdivisions). |

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| **Applicant’s Last, First, Middle Name** |  |
| **Street Address or PO Box** |  |
| **City, State, Zip Code** |  |

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| --- | --- |
| **Social Security Number** |  |

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| **Date of Birth** | |  | | | **City & State of Birth** | |  | | |
| **Gender** |  | | **Height** |  | **Weight** |  | | **Eye Color** |  |

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| --- | --- | --- | --- | --- | --- |
| **College/University** | **City & State** | **Major** | **Degree** | **Graduation Date** | **Full Name on Degree** |
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| **Signature of Applicant** |  |
| **Date** |  |

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| **Name of DHS Organizational Unit** |  | | |
| **Contact Person** |  | | |
| **Phone Number** |  | **Email Address** |  |

**FOR OHRMD USE ONLY:**

No criminal history found through GCIC system check.

Criminal history found that prohibits hiring (See attached).

Criminal history found that does not prohibit hiring (See attached).