PORTLAND PARKS & RECREATION
CRIMINAL RECORDS
BACKGROUND CHECK CONSENT FORM

☒ Volunteer Position _____   Site:_____

In order to serve the best interest of the citizens of Portland, Portland Parks conducts a criminal background check on all new employees and volunteers. If you have been convicted of an offense other than a minor traffic violation or juvenile offenses, please provide details on a separate sheet of paper. Indicate the date, charges, disposition, and the state and county in which the offense occurred. **Conviction history will not automatically disqualify you from volunteer status but factors such as the nature and gravity of the crime, the length of time that has passed since the conviction, the completion of any sentence and the nature of the job for which you have applied, will be considered.**

By your signature, you authorize Portland Parks to obtain information about you and your history. Falsification of information on this form will disqualify you from employment.

PLEASE **PRINT** THE FOLLOWING INFORMATION IN INK.
FULL NAME (List all other names used - aliases, maiden name, and any other previous names used)

FULL NAME:_____   **OTHER NAMES USED**:_____
(Last   First   Middle*)*   *(Include maiden name if applicable)*

DATE OF BIRTH:_____   **SOCIAL SECURITY #:** **NOT APPLICABLE TO VOLUNTEERS** **DRIVERS LICENSE:**_____
(#/State)

HOME ADDRESS:_____ **CITY/STATE/ZIP:**_____ **PHONE#:**_____

How long have you lived in Oregon?			
If **less than 7 years continuous in Oregon,** please complete the following (list other states of residence):			
City	State/Zip	County (if known)	Dates
Dates available for employment: From		To	
Will you accept weekend work?			

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? Yes ☐   No ☐

Please list **ALL** criminal convictions made against you (use reverse side of form, if necessary)

NAME (when charged)   **CONVICTION**   **DATE** (approximate)   **WHERE OCCURRED** (City & State)

_____

_____

_____

If your position applied for involves driving, have you ever been convicted, pleaded nolo contendere or forfeited bond or

bail for any traffic violation in the past 3 years?   **Yes ☐ No ☐   If yes, please explain on reverse side of form.**

I have made no willful misrepresentations, omissions, or falsifications of any of the preceding answers. I am aware that should investigation disclose such misrepresentations, falsifications, or omissions in the information I have submitted in the application process, my application will be rejected. If, after acceptance for employment, subsequent investigation should disclose misrepresentation, falsification, or omission, it will be just cause for immediate dismissal.

Signature:_____   Date:_____

Form P-01

CONTINUED FROM OTHER SIDE (if needed)

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☐ OJIN Check Date:_____ By:_____ ☐File Opened   Record found: ☐Yes ☐No
☐ CRIS Check Date:_____ By:_____ ☐File Opened   Record found: ☐Yes ☐No

☐ Approved for hire
☐ **Disapproved**

Form P-01