



Applicant Background Check Consent

Wisconsin Department
of Employee Trust Funds
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Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

The Department of Employee Trust Funds conducts criminal background checks as a condition of employment for applicant finalists. The background check includes a review of any pending charges or convictions. Applicants are required to provide information about any conviction records or pending charges. This information will be retained in your application file which is **confidential**. The Wisconsin Fair Employment Act prevents employers from disqualifying applicants based on criminal history unless the position for which the applicant applied has job responsibilities that are substantially related to the applicant's criminal history. **Signature required on page 2.**

Applicant Information		
Full legal name <i>first</i>	<i>Middle (if no middle name, enter N/A)</i>	<i>Last</i>
Other names you have used, including former/maiden or aliases		
Birth date (MM/DD/CCYY)	SSN	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
Email	Race/ethnic background (check <i>one</i>) <input type="checkbox"/> Black (not of Hispanic origin) <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian/Alaskan native <input type="checkbox"/> Hispanic (Mexican, Puerto Rican, or other Spanish culture) <input type="checkbox"/> White	
Street address		
City	State	ZIP code
Daytime phone ()	Evening phone ()	
Have you lived outside of State of Wisconsin any time after age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, indicate each city, state and time frame)		

Criminal Background Information
Also see Additional Information on page 2
Do you have criminal charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of any crime anywhere, including in federal, state, local, military and tribal courts? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to any of the above questions, please indicate (attach additional pages if necessary): Nature of the offense
Date of offense (MM/DD/CCYY)
Date of conviction (MM/DD/CCYY)
Name and location of court
Please discuss the details of the incident and the disposition/outcome (sentence, fine, probation, Huber, suspension):

ETF Human Resources Use Only			
Position type <input type="checkbox"/> Permanent <input type="checkbox"/> Unpaid intern <input type="checkbox"/> Project <input type="checkbox"/> Contractor <input type="checkbox"/> Limited term <input type="checkbox"/> Badge only	Classification title		
Processed by	Date processed	Requested by	<input type="checkbox"/> Eligible <input type="checkbox"/> Not eligible



Authorization

I authorize ETF to conduct a criminal background check. In connection with this consent, I authorize the use of law enforcement agencies and/or private background check organizations to assist ETF in collecting this information. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to provide ETF with any and all information in their possession regarding me in connection with an application for employment. I authorize that a photocopy of this authorization be accepted with the same authority as the original.

I am aware that any personally identifiable information requested (e.g., gender, date of birth, etc.) is for the sole purpose of accurately gathering the information needed for the criminal background check and will not be used to unlawfully discriminate against me.

I also am aware that records of arrests or pending charges and/or convictions are not an absolute bar to employment. Such information will be used to determine if there is a substantial relationship between the circumstances of the pending charge and/or conviction and the position for which I am being considered.

I release ETF and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may anytime result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

I state that all the information is true and complete to the best of my knowledge and I understand that any falsification or omission of information may disqualify me for this position. By signing this form, I authorize ETF to conduct a background check and verify the information provided above.

Applicant signature

Date signed (MM/DD/CCYY)

Additional Information

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.

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 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 www.doj.state.wi.us

Questions about this form may be directed to ETFJobs@etf.wi.gov

