



HR Personnel _____

State of Montana
DEPARTMENT OF CORRECTIONS
Reference and Criminal Background Check Authorization
(For Employment, Service providers, Contractor or Volunteers)

Applicant's Name:	
Other names Used: (i.e. aliases, nicknames, maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
Driver's License # & state issued	
List of states where you have resided:	

Have you previously been employed by the State of Montana? ___ yes ___ no

If yes, at what Department and under what name were you employed _____

Purpose: _____
(Reason for requesting access to DOC facility, e.g. Employment, Contract Work, Tour, Volunteer, etc.)

Representing (if Applicable): _____
(Name of company/organization you represent)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

___ No ___ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____