

OFFICE OF THE ADJUTANT GENERAL
Notice and Authorization For Background Check

NOTICE

This is to inform you that the Office of the Adjutant General may obtain information about you and/or your history related to potential criminal activity. The report from authorized sources may include, among other information, arrest, conviction, and driving record information. The Office of the Adjutant General may additionally obtain information concerning your background, character, medical conditions, employment, education and military experience. Information obtained by the Office of the Adjutant General will be used only for the purposes of assessing your suitability to become or continue as an employee of the State of South Carolina or Agency volunteer.

AUTHORIZATION

I hereby authorize and instruct the Office of the Adjutant General, to procure a report(s) on me, including criminal background history, which I understand may include, among other information: arrest, conviction, and driving record information. I also authorize and instruct the Office of the Adjutant General to verify my Social Security number and to investigate my background and character in any manner they see fit to evaluate my suitability to be or remain as an employee of the State of South Carolina including obtaining information from medical providers, employers, educational institutions, military agencies, and other sources. If I become an employee of the State of South Carolina or Agency volunteer, I authorize the Office of the Adjutant General to repeat these investigations at any time for as long as I remain an employee of the State or an Agency volunteer. I authorize and instruct any individual, corporation, and public or private entity having knowledge about me to furnish the Office of the Adjutant General any and all information they may have regarding me. I unconditionally release and hold harmless the Office of the Adjutant General, and its officers, agents, and employees, and any person furnishing information to them pursuant to this authorization, from any liability, claims, charges, costs, or causes of action which I or my heirs, executors, or assigns may have as a result of the delivery, disclosure, non-disclosure, or omission of any information. I additionally agree to indemnify the Office of the Adjutant General and its officers, agents and employees for any and all attorney fees, court costs, and other expenses resulting from investigating my background, gathering information concerning me, or verifying personal information about me. I understand the information obtained by the Office of the Adjutant General pursuant to this authorization is confidential and will be protected as much as reasonably possible. Furthermore, I understand that the Office of the Adjutant General holds the right to deny my selection and/or continuation as an employee or Agency volunteer based on the results of these investigations, and, for confidentiality, is not required to disclose the reason(s) for doing so. A photocopy of this authorization may be accepted in lieu of the original.

Applicant's Signature: _____ Date: _____

If the above individual is under eighteen (18) years old, the following section must be completed by the Parent / Guardian: I understand and agree that this Agreement is binding on me, my child / ward (named above), our heirs, assigns and personal representatives. I affirm that I am eighteen (18) years old or more and that I am the parent or legal guardian of the child / ward named above.

Parent / Guardian Signature: _____

Parent / Guardian Printed Full Name: _____

Date: _____

PERSONAL IDENTIFICATION AND BACKGROUND INFORMATION

(Please Print)

Complete Legal Name: _____ Gender: M F

If name changed (through marriage or otherwise), former name:

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ State ____ Expires _____

Residences (Past 7 years)

Current Address: _____

City _____ State ____ Zip Code _____

Address: _____

City _____ State ____ Zip Code _____

Address: _____

City _____ State ____ Zip Code _____

Have you ever been charged with or convicted of a misdemeanor? No Yes

Details:

Have you ever been charged with or convicted of a felony? No Yes

Details:

Have you ever been cited for a traffic violation? No Yes

Details: