



City of Carbondale
Human Resources
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 457-3227
Fax (618) 457-3288
Explorecarbondale.com

BACKGROUND CHECK POLICY

City of Carbondale requires applicants and employees to satisfactorily complete a background check. City of Carbondale will consider your job duties, among other factors, in determining what constitutes satisfactory completion of the background check. All information obtained because of a background check will be used solely for employment purposes.

Authorization

When a background check is required, you must complete City of Carbondale's authorization form. Failure to timely complete an authorization may result in termination of City of Carbondale's consideration of your application. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

Confidentiality

All background check information will be kept confidential. City of Carbondale complies with all applicable federal and Illinois state and local laws regarding background checks.

Administration of this Policy

The Administrative Services/Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or if you have any questions about background checks that are not addressed in this policy, please contact the Administrative Services/Human Resources Department.

Employees Covered Under a Collective Bargaining Agreement

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with City of Carbondale. (Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with City of Carbondale, employees should refer to the specific terms of the collective bargaining agreement, which will control)

ACKNOWLEDGMENT OF RECEIPT AND REVIEW

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of the City of Carbondale’s Background Disclosure Policy form dated _____, and understand that it is my responsibility to be familiar with and abide by its terms.

I understand that the information in this Policy is intended to help City of Carbondale’s employees work together effectively on assigned job responsibilities.

NOTE: This policy is not promissory and does not set terms or conditions of employment or create an employment contract.

NOTE: This information is for background check purposes only.

Signature

Social Security Number

Printed Name

Driver’s License Number and State of Issuance

Home Address

Former Address

Date of Birth

Date