City of Southlake, Texas

Consent for Criminal Background History Check
Authorization/Waiver/Indemnity

Each employee, employee applicant, contractor, volunteer or volunteer applicant who is to be screened, must sign an authorization/waiver/indemnity form, giving approval for the City of Southlake to perform the criminal background search.

I hereby give my permission for the City of Southlake to obtain information related to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used in part to determine my eligibility for an employment/contract/volunteer position with the City of Southlake. I also understand that as long as I remain an employee/contractor/volunteer with the City of Southlake, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the City of Southlake and each of their officers, directors, employees, and agents harmless from and against any and all causes of action, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from employee/contractor/volunteer.

PLEASE PRINT CLEARLY ~ FAILURE TO WRITE LEGIBLY WILL RESULT IN THE DISQUALIFICATION OF THIS APPLICATION

**** required field***

Last Name* _____ First Name* _____ MI _____

Date of Birth* _____ Sex _____

Social Security Number* _____ Driver's license number* _____

Street Address* _____

City* _____ State* _____ Zip Code* _____

Applicant's Signature* _____ Daytime Phone _____

Email Address _____ Evening Phone _____

FOR INTERNAL USE ONLY – Please complete for billing & tracking purposes.
Date: _____/_____/_____ Submitted by:_____
Bill to: ❒ Community Services (inc. Seniors) ❒ Library ❒ Parks ❒ Rec (Athletics, CI, staff)
❒ Police ❒ Public Works ❒ Municipal Court ❒ Teen Court ❒ Other_____
Charge to the following ORG code: _____ Purpose: Volunteer