

Background Check Letter of Understanding

_____, 20 ____

I understand I have been offered the job of _____ with the _____ and that this offer is contingent upon a satisfactory result of criminal history screening. I understand the business necessity of this screening given that court employees have positions entailing public trust and have access to information of a confidential nature.

I _____ have not been convicted of a violation of law, other than a minor traffic violation. (A conviction will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction to the job will all be considered.)

If you answered in the affirmative, please describe the conviction(s):

Full Name:

Other names used (including maiden):

Date of Birth:

Social Security Number:

Driver's License Number:

State of Issuance:

Expiration:

Signature:

Work location: