

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  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):

Print name:

Signature:

Work location: