

**TOWN OF MONROE**  
**CRIMINAL BACKGROUND CHECK REQUEST**  
**& RELEASE FROM LIABILITY**

The position for which I am applying is a \_\_\_\_\_ position.  
(To be completed by Human Resources Dept.)

I understand that the position for which I am being considered requires having and maintaining a satisfactory criminal background check as a condition of my employment. I agree to allow the Town of Monroe to check my record prior to hire and to check it periodically thereafter. I further agree to report immediately to my supervisor any offenses after I am hired that may affect my employment.

I understand that the Town of Monroe will use this information for employment purposes only and not furnish this information to a third party without my written consent.

I agree to release the Town of Monroe, its employees, and those who supplied you with the information from any liability for any damage which may result from furnishing the requested information or my failure to be hired for the position for which I am applying.

**Please print legibly**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date