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**Consent and Release for Criminal Background Check**

Princesses and Ladies Inc. does not consider an applicant’s arrest record in employment, intern or volunteer decisions, but a job related conviction may be considered. Applicants for employment, volunteerism and/or internship whose job require contact with clients are automatically barred from employment, volunteering and/or internship if convicted of an offense that would, under the law, bar the applicant from employment by a licensed child care facility. Convictions of other offenses will be considered on a case-by-case basis.

Every applicant for employment, volunteer or an internship position shall, as part of the application process, enumerate all convictions; certify that falsification of information is grounds to deny or withdraw a job offer or immediately terminate employment, and authorize the release of criminal conviction information to Princesses and Ladies Inc.

A copy of the background check will be given to the applicant upon receipt. If the background check discloses conviction for a crime, the applicant has seven (7) work days to notify the Bureau of Identification if the information furnished by the Illinois State Police is inaccurate or incomplete.

By signing this release, you acknowledge and give permission to Princesses and Ladies Inc. to conduct a criminal background check through the Illinois State Police. The background check is expected to take up to a week processing time. All background check information shall be treated as confidential information and maintained in the staff, volunteer and/or intern’s file.

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I acknowledge that I have read this Consent and Release for Criminal Background Check and that I am signing it entirely of my own free will.

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Staff/Volunteer/Intern Signature	Date	Witness	Date
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I hereby refuse to consent to a criminal background check with full knowledge that my refusal will disqualify me from further consideration if I am an applicant or, if employed, volunteering and/or interning may result in termination of employment, volunteer and/or internship position.

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Staff/Volunteer/Intern Signature	Date	Witness	Date
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