



**HOWARD JANITORIAL SERVICES**



**CONSENT FOR REQUEST**

**OF CRIMINAL HISTORY**

**I HEREBY AUTHORIZE THE CLARKE COUNTY SHERIFF'S OFFICE**

**TO RECEIVE ANY GA CRIMINAL HISTORY RECORD INFORMATION PERTAINING TO ME WHICH  
MAY BE IN THE FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY IN GEORGIA**

I, \_\_\_\_\_

Last Name

First Name

Middle

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

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye \_\_\_\_\_ Color Hair Color \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorize: Howard Janitorial Services

Authorized Human Resources Representative of Howard Janitorial Services

Rickey A Howard

855 Sunset Dr Ste 19.

Athens Ga. 30606

(706)850-1005 to receive my criminal history record from the NCIC/GCIC database. I understand this request will only be used for employment purposes.

Signature Date

\_\_\_\_\_\*

Signature of Parent/Guardian Date \_\_\_\_\_

*Parental/Guardian consent is required for applicants under age 18.*

Where information provided through your criminal history indicates criminal charges outside the state of Georgia, it is your responsibility as an applicant to provide the Howard Janitorial Services Human Resources Department with a copy of all criminal history records in all other applicable states. Failure to provide the required information may result in the disqualification of your application.

If hired, I \_\_\_\_\_ authorize the Howard Janitorial Services

Human Resources Department to perform periodic Criminal History background checks for the duration of my Employment with this company.

TO BE COMPLETED BY HUMAN RESOURCES PERSONNEL ONLY:

General Employment (Purpose code "E") \_\_\_\_\_

Employment with children (Purpose code "W") \_\_\_\_\_

Employment with a criminal justice agency – civilian (Purpose code "J") (i.e. police dept. records technicians, intake clerks) \_\_\_\_\_

Employment with a criminal justice agency – P.O.S.T. certified (Purpose code "Z") (i.e. Police Officer, Deputy Sheriff, Correctional Officer, Probation Officer, Communications Officer) \_\_\_\_\_