



1215 Houbolt Road  
Joliet, Illinois 60431  
Phone: 815-729-9020 Fax: 815-729-3331

## Employment Waiver/Release of Information

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Joliet Junior College, Human Resources Department, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing a background investigation that may provide pertinent data for the Joliet Junior College, Human Resources Department to consider in determining my suitability for employment with Joliet Junior College. I consent to your release of any and all public or private information that you may have concerning my background and reputation, criminal history record, including any information contained in investigatory files or criminal or civil actions taken against me.

For and in consideration of the Joliet Junior College, Human Resources Department's acceptance and processing of my application for employment, I agree to hold Joliet Junior College, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with Joliet Junior College. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title V, U.S. Code, Section 552a, the Privacy Act of 1974 with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Joliet Junior College, Human Resources Department in conjunction with employment procedures.

A photocopy or FAX of this release form will be valid as an original thereof even though the said photocopy or FAX copy does not contain an original signature.

I further release the Joliet Junior College District #525 from any liability which may be incurred as a result of collecting such information.

\_\_\_\_\_ (Date)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Area Code and Telephone Number

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

\_\_\_\_\_  
Driver's License# and State Issued

\_\_\_\_\_  
Completed Form Received By Signature  
HRD 5/2011

\_\_\_\_\_  
Printed Name & Department