



LOUIS BAY 2ND LIBRARY & COMMUNITY CENTER
345 LAFAYETTE AVENUE, HAWTHORNE, NJ 07506-2551
973-427-5745

BACKGROUND RELEASE

TO WHOM IT MAY CONCERN

I am an applicant for a position with the Louis Bay 2nd Library. The Library needs to thoroughly investigate my background to determine my eligibility to hold the position for which I applied.

I hereby authorize you to release to the Library Director and the Board of Trustees of the Louis Bay 2nd Library public and private information concerning me that you have in your records as may be requested by the Library, including but not limited to:

- Educational record
- Employment history, including dates of employment, job titles, and responsibility, rates of pay, attendance record, and reason for termination
- Military record
- Criminal history, including arrests, convictions, and pending charges
- Driver's license history, including a record of offenses

I hereby release you, your organization, its officers and employees, and all other from liability or damages that may result or be claimed from furnishing the information requested, including any liability or damage pursuant to any state or federal laws, which may at any time result to me, my heirs, my family or associates because of compliance with this authorization.

Signature: _____

Date: _____

Print Name: _____



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BACKGROUND CHECK

Name: _____

Address: _____

Phone: _____

Email: _____

Driver's License #: _____ State: _____

Social Security #: _____

Birthdate: _____

THIS INFORMATION WILL BE USED SOLELY FOR THE PURPOSE OF OBTAINING AND VERIFYING
BACKGROUND INFORMATION AS AUTHORIZED BY THE ACCOMPANYING RELEASE

