



Town of York

186 York Street
York, Maine 03909-1314

Town Manager/
Selectmen
(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-2557

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011

Harbor Master
(207)363-1000

Senior Center/
General Assistance
(207)363-1036

Parks and
Recreation
(207)363-1040

Fax
(207)363-1009
(207)363-1019

www.yorkmaine.org

Background Check Authorization Form

As a condition of volunteering/employment, I understand the Town of York will conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the department receiving no inappropriate information on my background check. I hereby release and agree to hold harmless from liability the Town of York, the department, its employees and volunteers thereof, or any other person or organization that may provide such information.

I certify that all information that I may have provided on this form is truthful, accurate and complete.

Name (Print): _____

Signature: _____

Position: _____

Address: _____

Street and Mailing Address Town/City State Zip

Home # _____ Cell # _____

Date of Birth _____ Social Security # _____

The Town of York consider the information collected on this form confidential and will be used solely to conduct a background check as described above. We will not release or share information with other agencies or entities.

For Office Use Only

Criminal Check Submitted: Date _____ By _____

Criminal Check received: Date _____ By _____

Notes: _____

CRIMINAL BACKGROUND CHECK POLICY

The York Parks & Recreation Department may conduct criminal record checks as part of the application or licensing process. This search may include appropriate court records relating to the applicant's county of residence for evidence of felony and/or misdemeanor convictions and potentially searches of the Maine criminal offender record information database, and/or other state-by-state or national criminal databases followed by verifying county searches. Where a criminal record check is part of a general background check for employment, volunteer work, or licensing purposes, the following practices and procedures will be followed.

I. Criminal record checks will be conducted in accordance with applicable law. Applicants or employees will be notified if a criminal record check will be conducted. If requested, the applicant or employee will be provided with a copy of this criminal background check policy.

II. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or employee. Rather, determinations of suitability based on criminal record checks will be made consistent with this policy and any applicable law or regulations.

III. If a criminal record is received; the authorized individual will closely compare the record provided with the information on the Disclosure and Authorization Form or CORI request form, and any other identifying information provided by the applicant or employee, to ensure the record relates to the applicant or employee.

IV. The Department is inclined to make an adverse decision based on the results of the criminal background check, the applicant or employee will be notified immediately. The applicant or employee will be provided with a copy of the criminal record, the Department's criminal background policy, and will be advised of the part(s) of the record that make the individual unsuitable for the position or license. The Department will provide the applicant or employee with an opportunity to dispute the accuracy and relevance of the criminal record.

V. Applicants or employees challenging the accuracy of a criminal record shall be provided a copy of Information Concerning the Process in Correcting a Criminal Record. If the criminal record provided does not exactly match the identification information provided by the applicant or employee, the Department will decide based on a comparison of the criminal record and documents provided by the applicant or employee.

VI. If the Department reasonably believes the record belongs to the applicant or employee and is accurate the Department will then determine the applicant or employee's suitability for the position or license at issue. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- Relevance of the crime to the position sought
- The nature of the work to be performed
- Time since the conviction
- Age of the candidate at the time of the offense
- Seriousness and specific circumstances of the offense
- The number of offenses
- Whether the applicant has pending charges
- Any relevant evidence of rehabilitation or lack thereof
- Any other relevant information, including information submitted by the candidate or requested by the department

VII. The Department will notify the applicant or employee of the decision and the basis of the decision in a timely manner.

NAME (Please Print) _____ DATE _____

NAME (Signature) _____ DATE _____