



TOWN OF MILFORD

Authorization for Release of Information – Reference Check, Criminal History Check, Driver History Check and Drug and Alcohol Testing

I have applied for employment with the Town of Milford. As a part of the application process, I understand that the Town of Milford will conduct a background and reference check which may include a review of public records, driver history check, criminal history check and inquiries of my former employers and/or references which have been provided regarding my qualifications, as well as verifying the information I have provided in this application.

As part of the inquiry, I understand that the Town of Milford will obtain a report of criminal history information and driver's license history from applicable law enforcement agencies, and that applicable state law may prohibit the employment of persons convicted of certain crimes. I also understand that the application process may include a Drug and Alcohol test, which may also be conducted at various times throughout my employment.

I hereby give my permission to any of my listed references to release to the Town of Milford any information regarding my work and/or volunteer experience, including, but not limited to performance of expected duties and disciplinary information.

I hereby authorize the Town of Milford to conduct this background and reference check as part of the application process, as well as post-offer pre-employment Drug and Alcohol screening and post-employment random Drug and Alcohol testing when reasonable suspicion is present. I release the Town of Milford and its representatives for seeking, gathering and using such information. I also release any individuals or entity from any liability whatsoever for providing the Town of Milford with any information concerning my qualifications and suitability for employment including the former employers and personal references I have identified on the application.

I authorize the Town of Milford to send a copy of this authorization to my listed references or to anyone else contacted by the Town to provide information about me as it pertains to employment.

Employment Application Disclaimers

- I certify that the information contained in the attached application, and in any resume provided by me or any party representing my interests, is correct and complete to the best of my knowledge.
- I understand that any false statements or misrepresentations made by me on this application or any supplement thereto will be sufficient grounds for rejection of this application or discharge after employment.
- I hereby authorize the Town of Milford to obtain information concerning me from former employers and/or educational institutions. I release all concerned from any liability in connection therewith. I understand that refusal to grant this authorization will not necessarily void my application.

- If employed by the Town of Milford, I understand that such employment is subject to
 - (1) the policies and regulations of the Town;
 - (2) submitting documentary proof of U.S. citizenship or alien status, as required; and
 - (3) the employment at will disclosure (i.e., my employment and compensation can be terminated with or without notice, and with or without cause, at any time by either the Town or myself).
- I hereby authorize the Town of Milford to photocopy (or obtain a photocopy of) my driver's license.
- I fully understand that, should I be offered employment, the Town of Milford may require a pre-employment screening which may include, but not be limited to a physical exam, license check, criminal record check, and/or drug screening.
- I understand that my refusal to submit to and cooperate fully in this screening process shall constitute good and sufficient cause for withdrawal of this application from further consideration.
- I understand that failure to pass any of the screening areas will result in my not being considered for employment with the Town of Milford.

Signature:

Date:

Print Name

Address