



EMPLOYMENT APPLICANT BACKGROUND INVESTIGATION RELEASE AND WAIVER

TO WHOM IT MAY CONCERN:

I have applied for and am being considered for employment with the City of Waupaca. As part of the application review process, I respectfully request and authorize you to provide the City of Waupaca and its agents any and all information you may have concerning the following:

1. Employment history, including all matters contained in my personnel file.
2. Medical records, including records of physical or mental examinations.
3. Scholastic records.
4. Financial records and credit information.
5. Records maintained by any law enforcement agency, including, but not limited to, records of arrest and conviction, juvenile records, and/or those related to traffic violations.

This information is to be used by the City of Waupaca and its agents in determining qualifications and fitness for the position I am seeking with the City. Please provide the City with any information falling within the classifications listed above, including any information, which may be considered "confidential" or privileged, and permit the City to photocopy that information, as it so desires.

I hereby release you and/or your organization from any liability or damage whatsoever which may result because of furnishing such information. I waive and release any claim whatsoever I might have for any injury occurring while being considered for employment by the City of Waupaca.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PREVIOUS/  
PRINT NAME: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

DRIVERS LICENSE NO: \_\_\_\_\_ STATE: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**NOTE: A PHOTOCOPY REPRODUCTION OF THIS REQUEST SHALL BE FOR ALL INTENTS AND PURPOSES BE AS VALID AS THE ORIGINAL. YOU MAY RETAIN A COPY OF THIS FORM FOR YOUR FILES.**