

**CITY OF BENNET
BACKGROUND CHECK POLICY**

1. This policy applies to all applicants and existing City employees. This serves as notice to applicants and employees that a criminal background check will be conducted. An offer to applicants may be contingent upon successfully completing a criminal history background check.

2. Criminal Background checks include a check of public and court criminal conviction records for a minimum of seven years. Criminal history background checks do not involve checks or references to an applicant's credit history. A candidate has the right to dispute the public record findings resulting from the criminal history background check. Disputes should be provided in writing to the City Clerk within seven (7) days of application denial.

3. Falsification of information, omissions of offenses, and deception by the applicant are grounds for denial of employment.

By signing below, I consent to the City of Bennet running a criminal background check for the information detailed above. I understand that application is contingent upon the results of the background check and that I may dispute public record findings.

Date: _____

Signature: _____

Name (Printed): _____

Date of Birth: _____

Address: _____

City Clerk Signature: _____