



# BACKGROUND CHECK

It is the policy of the Cedar Rapids Public Library to provide a safe environment, both in our facilities and in our outreach programs. Therefore, we require background checks on all regular volunteer applicants. Please provide the following information. Accurate, detailed information will expedite this process. Thank you for your assistance in creating a safe, positive environment for the Library!

Personal Information			
First Name			
Middle Name			
Last Name			
Maiden Name/ Aliases/Other Names			
Date of Birth (MM/DD/YY)		Gender	

Disclosure Statement	
Have you ever been convicted or pled guilty for any criminal offense? <i>(Excluding minor traffic misdemeanors.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe each in full (including conviction and date): _____ _____	
Are there any criminal charges pending against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain: _____ _____	

### Agreement and Signature

I certify that all information provided is true and complete to the best of my knowledge. I understand that I am required to disclose any previous convictions and/or pending charges. I further understand that any omission or falsification of this information is grounds for termination as a volunteer.

As a condition of volunteering, I give the Cedar Rapids Public Library permission to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries, child abuse and criminal history records, and library accounts. I understand that, if appointed, my position is conditional upon the library receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the Cedar Rapids Public Library, its employees and volunteers, and the City of Cedar Rapids thereof, or any other person or organization that may provide such information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed forms can be sent to the Volunteer Coordinator at:

- Cedar Rapids Public Library • 450 5<sup>th</sup> Avenue SE • Cedar Rapids, Iowa 52401
- [volunteer@crlibrary.org](mailto:volunteer@crlibrary.org) • Phone: 319.261.READ • Fax: 319.398.0476