



City of Phoenix

Authorization to Release Information & Candidate Disclosure Form

As a candidate for employment, transfer or promotion at the City of Phoenix, I understand that I must give truthful, accurate and complete information throughout the selection process. Employment with the City of Phoenix is contingent upon the results obtained through our employment suitability process, including a review of criminal conviction background. The time period for this review is based upon requirements associated with the specific position. While a conviction may not disqualify you from employment, providing false, misleading, or incomplete information on this form *will* result in your disqualification from employment or the termination of your employment with the City of Phoenix.

Legal Name (Please Print) _____

Previous Name(s) Used (Please Print) _____

E-mail Address _____ Daytime Phone Number _____

Driver's License Number _____ State of Issue & Expiration Date _____

If applicable, in which other states have you had a Driver's License issued? _____

If applicable, what endorsements do you have for your Commercial Driver's License (CDL)? _____

CONVICTIONS AND TRAFFIC VIOLATIONS - Excluding any offenses committed as a juvenile, list any and all convictions and traffic violations, including those subsequently expunged or set aside for the following categories:

- Felony Crimes
- Non-Traffic Misdemeanor Crimes
- Major or Minor Traffic Crimes (such as DUI/DWI, reckless/aggressive driving, driving while license is suspended, etc.)
- Civil Traffic Violations (speeding, failure to stop/signal, etc.; you may exclude minor parking violations)

I do not have any convictions or traffic violations for the categories identified above.

If you have a conviction or traffic violation that was expunged or set aside, please note the date of such disposition if known. Should you have a question about whether to include an offense or conviction, you are responsible for contacting the City's Human Resources Department to seek any clarification in advance of signing and submitting this form.

Offense / Conviction / Traffic Violation	Date	Location (State, City)	Expunged or Set Aside?

If more than 4 offenses, please list on a separate page and attach to this form.

By signing below, I declare that all information I have provided is accurate and complete. I further authorize any and all individuals, employers, educational institutions, personal or professional references, and other persons, agencies, companies or institutions to release information regarding my education, training, experience, qualifications, and work performance, conduct or attendance for use in determining my suitability and qualification for employment with the City of Phoenix. I authorize a copy or facsimile of this form to be as valid as the original document.

Signature

Date