

# LONGWOOD UNIVERSITY



## Criminal History Record Request – for employment purposes only

\*You must list your complete Criminal History on the employment application, please review your employment application and update if necessary.

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Position #: \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

<b>Name</b> _____					
(Print Only)	Last	First	Middle	Maiden	Other
<b>Current Mailing Address</b> _____					
	Street		City	State	Zip Code
<b>Gender</b>	Male	Female	<b>Race</b>	_____	
<b>Date of Birth</b>	____/____/____		<b>Place of Birth</b>	_____	
<b>SS #</b>	_____		<b>Driver's License #</b>	_____	

Please list all cities, counties, and states of residence and employment for the past seven years. If needed, additional space is provided on the back of this form.

City and County	State	How Long? (month/year)

### AFFIDAVIT FOR RELEASE OF INFORMATION

I hereby give consent and authorize the Virginia State Police to search the files of the Central Criminal Records Exchange for any criminal history record and report the results of such search to Longwood University. Furthermore, if I have lived outside Virginia during the past seven years, I authorize a criminal history search for information provided to Applicant Insight, a third party vendor.

\_\_\_\_\_  
**Signature of Person Named in Record**

State of \_\_\_\_\_; County/City of \_\_\_\_\_, to wit:  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. My  
commission expires \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Signature of Notary Public**