



# WV CARES

West Virginia Clearance for Access: Registry and Employment Screening

## SELF-DISCLOSURE APPLICATION AND CONSENT FORM

(This application must be completed in blue ink)

### PART I

I, the below-named applicant, understand that this form cannot be completed until an offer of employment is made. The offer of employment is made pending the results of the investigation of registries and a fingerprint-based background check. I understand that refusal to complete Parts I, II, and III of this form constitutes my rejection of the employment offer.

**I, the below-named applicant, swear/affirm, that the information contained within this application is true and correct to the best of my knowledge.**

Applicant Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Generation (ex. Jr., II): \_\_\_\_\_

Clearly answer truthfully YES or NO to the following questions:

	Yes	No
1. Are you addicted to alcohol, a controlled substance or a drug or are you an unlawful user thereof?		
2. Have you ever been convicted of, pled guilty or nolo contendere (no contest) to a <b><u>misdemeanor or felony</u></b> ?		
3. Have you ever been convicted of an act of violence involving a deadly weapon or an act of domestic violence?		
4. Are you under indictment or do you have any criminal charges pending against you?		
5. Are you currently serving a sentence of confinement, parole, probation or other court ordered supervision?		
6. Are you the subject of a restraining order as a result of a domestic violence act or subject to a verified petition of domestic violence or subject to a protective order?		

**NOTE: If any questions 1-6 listed above are answered YES, a brief letter of explanation by the applicant must accompany this form. Failure to provide explanations could result in disqualification.**

### PART II

#### Consent for Investigation for Employment Purposes

I hereby authorize the Department of Health and Human Resources (DHHR) to conduct an investigation including, but not limited to, registry and fingerprint-based background checks, into information contained in this application. I understand that my fingerprints will be retained by the West Virginia State Police for the purpose of Rap Back services during my employment in a long-term care facility. **Furthermore, I understand that the falsification of any information contained within this application constitutes false swearing and is an excluding act under the fitness determination process being conducted by DHHR.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature must be completed in blue ink)



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### PART III

Applicant Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Generation (ex. Jr., II): \_\_\_\_\_

Gov't Issued ID Number/Expiration: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Type of ID: \_\_\_\_\_

Gender: Male \_\_\_ Female \_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Weight: \_\_\_\_\_ lbs.

Hair Color: Brown Blonde Bald  
Black Gray Other  
Red White

Eye Color: Blue Hazel Brown  
Red Black Other  
Green Gray

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Place of Birth (City & State): \_\_\_\_\_ Citizenship: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_ County: \_\_\_\_\_

Current Physical Address: \_\_\_\_\_ County: \_\_\_\_\_

List all cities and states (outside of WV) where you have lived within the past 5 years and provide approximate dates:  
\_\_\_\_\_  
\_\_\_\_\_

List all cities and states (outside of WV) where you have worked within the past 5 years and provide approximate dates:  
\_\_\_\_\_  
\_\_\_\_\_

List all names and aliases you have used formally and informally (Include maiden names, married names, nicknames, and any other name used or known as):  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*This form expires 60 days after the date of the signature in Part II\*\*\*

#### For Office Use Only:

I affirm that I have compared the government issued identification presented by the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be completed in blue ink)

Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_