HEARTLAND COMMUNITY COLLEGE

Request for Background Check Processing

It is the practice of Heartland Community College to conduct a criminal background check for employment finalists, volunteers, and certain other roles providing service to the College. Involvement at the College in these roles in contingent upon successful criminal background check completion.

Please complete and submit this form to the Human Resources Office. Human Resources staff will then prompt an email from HireRight Customer Support to be sent to you with instructions to login to the HireRight online portal. From there you will be provided with disclosures regarding the background check, and your consent will be required. Please login to the HireRight portal to complete this online process as soon as possible after you receive the email.

Name: _____
(first name) **(middle name)** **(last name)**

Date of Birth: _____ **Phone Number:** _____

Email Address: _____

Supervisor's Name: _____

Have you ever been convicted of a felony or Class A misdemeanor under Illinois law or the equivalent of such offenses in any other state or country? For the purposes of this question, convictions also include guilty pleas, including No Contest pleas, suspended impositions of sentence, adjudications deferred or withheld and stays of imposition to vacate and dismiss (beyond the probationary period). However, any arrest or criminal history record information ordered expunged, sealed, or impounded is excluded.

☐ **Yes** ☐ **No** If yes, please provide details below or in an attachment.

Except as required by state or federal law, a conviction record will not necessarily bar you from employment; the nature, recentness, and disposition of an offense will be considered as it relates to the job for which you are applying.

Signature: _____ **Date:** _____

Completed forms should be submitted to the Human Resources Office. Email: HumanResources@heartland.edu
Fax: 309-268-7983 In person or campus mail: CCB 1300
Questions may be directed to the Human Resources Office at 309-268-8130.