



WV CARES

West Virginia Clearance for Access: Registry and Employment Screening

STATE OF WEST VIRGINIA SELF DISCLOSURE APPLICATION AND CONSENT FORM

(This application must be completed in blue ink)

PART III

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

Government Issued ID Number: _____ State of Issue: _____ Type of ID: _____

Gender: Male ___ Female ___ Race: _____ Height: ___ ft. ___ in. Weight: ___ lbs.

Hair Color: Brown Blonde Bald Eye Color: Blue Hazel Brown
Black Gray Red Black
Red White Green Gray

Social Security Number: _____ - _____ - _____

Date of Birth: ___/___/___ Place of Birth (State): _____ Citizenship: _____

Current Mailing Address: _____ County: _____

Current Physical Address: _____ County: _____

List all cities and states where you have lived within the past 5 years and provide approximate dates:

List all cities and states 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: _____



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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 indicate 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 been convicted of a crime?		
3. Have you 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 due to a charge of domestic violence as provided for in §61-2-28 of the Code of West Virginia?		
6. Are you the subject of a restraining order as a result of a domestic violence act as defined in §61-2-28 of the Code of West Virginia or subject to a verified petition of domestic violence or subject to a protective order as provided for in §48-28 of the Code of West Virginia?		

NOTE: If any questions 1-6 listed above are answered YES, a brief letter of explanation by the applicant must accompany this form.

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. Furthermore, I understand that the falsification of any information contained within this application constitutes false swearing and is itself a disqualifying act.

Signature of Applicant: _____ Date: _____
(Signature must be completed in blue ink)