

# Clinton County Communications

241 7<sup>th</sup> Ave North  
Clinton, IA 52733-2957



## Background Checks

To ensure that individuals who are employed by Clinton County Communications Commission are well qualified and to ensure that Clinton County Communications Commission maintains a safe and productive work environment, the commission will conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form, a criminal history background check, a check of any relevant abuse registries, a check of the applicant's driving record, and any other check deemed to be relevant by Clinton County Communications Commission.

All offers of employment are conditional on receipt of a background check report that is acceptable to Clinton County Communications Commission. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and the state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Clinton County Communications Commission to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the reports accuracy. If the Commission's background check includes a criminal record check and the check indicates that the applicant has a criminal history, the applicant will be given an opportunity to provide information regarding his/her criminal history. This must be provided within 5 business days of receiving the information. At any time during employment, additional checks, such as a driving record or credit report, may be made if appropriate and job related.

Clinton County Communications Commission also reserves the right to conduct a background check for current employees before being promoted or reassigned to a different position as described above.

Please send written information or concerns to:

## Clinton County, Iowa

1900 North Third Street  
Clinton, IA 52733-2957

Attn: Clinton County Human Resource Director

Or [daldridge@clintoncounty-ia.gov](mailto:daldridge@clintoncounty-ia.gov)

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## Authorization for Release of Information

Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Driver's License State of Issue: \_\_\_\_\_

I, \_\_\_\_\_, do hereby authorize Clinton County Communications Commission to investigate my past employment history, background and driving record, as may be necessary in determining my suitability for a position with Clinton County Communications Commission. This includes, but is not limited to; character, performance evaluations, attendance, attitude, discipline and work habits.

I fully understand the information provided may be of a sensitive, confidential, and privileged nature, and may reflect negatively upon me. Any questions relating to the release of information should be directed to the Clinton County Human Resource Director at 563-244-3450.

I acknowledge that this information is necessary and will assist in determining my suitability for employment with Clinton County Communications Commission. I hereby release any providers of information from any and all liabilities. I further acknowledge that a facsimile or copy of this release shall be as valid as the original.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name Applicant