

Background Check Letter of Understanding

\_\_\_\_\_, 20 \_\_\_\_

I understand I have been offered an intern/extern/volunteer opportunity of \_\_\_\_\_  
\_\_\_\_\_ with the \_\_\_\_\_  
and that this offer is contingent upon a satisfactory result of criminal history screening. I understand the business necessity of this screening given that Judicial Branch employees have positions entailing public trust and have access to information of a confidential nature.

I have not been convicted of a violation of law, other than a minor traffic violation. (A conviction will not necessarily disqualify you from intern/extern/volunteer opportunity. The recency, severity, and pertinence of the conviction to the intern/extern/volunteer opportunity will all be considered. Convictions such as Driving Under the Influence of alcohol/drugs, Driving Under Suspension, Minor in Possession, Possession of marijuana/paraphernalia are not minor traffic violations and must be included. Further, any case referred to and/or dismissed due to participation in a Diversion or similar program must be listed. While these items will NOT automatically disqualify anyone from a position, they will show up on the record check and should be disclosed to avoid appearances information is being withheld.)

If you answered in the affirmative, please describe the conviction(s):

State(s) of residency over the last ten years: \_\_\_\_\_

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Full Name:

Other names used (including maiden):

Date of Birth:

Social Security Number:

Driver's License Number:

State of Issuance:

Expiration:

Signature:

Work location: