



VILLAGE OF HORSEHEADS

202 SOUTH MAIN STREET
HORSEHEADS, NY 14845

Mayor Kevin Adams
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Deputy Mayor William Goodwin
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George Koliwasky
Ron Finefrock

AUTHORIZATION FOR RELEASE OF INFORMATION

To: Any Educational Institute
Any Local, State or Federal Law Enforcement Agency
Any Past or Present Employer
Any Credit Bureau or Retail Merchants Association
Any Insurance Company
Any State, Count or Municipal Bureau of Vital Statistics Office

I, _____, have applied for employment with the Village of Horseheads. I am aware that my entire background will be thoroughly investigated, and I hereby authorize and request the release of any and all information you have that concerns me, including academic transcripts and disciplinary matter, to a representative of the Village of Horseheads. The authorization, or reproductions thereof, shall be valid for a period of one year from the date of execution of this document.

Date of Birth: _____ Place of Birth: _____

Social Security Number: _____

Signed this date, the _____ of _____, 20____.

Witness Signature

Applicant Signature

Address

Village of Horseheads Parks and Recreation Department

Background Screening Criteria

A person shall be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes or offenses:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All sex offenses** - Regardless of the amount of time since offense.
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** - Regardless of the amount of time since offense.
Examples include: murder, manslaughter, aggravated assault, kid napping, robbery, aggravated Burglary, etc.
- **All Felony Offenses** other than violence or sex within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence offenses** - within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All Misdemeanor Drug Offenses** - within the past 7 years
Exsmles include: simple drug possession, possession of drug paraphernalia, etc.
- **All Misdemeanor Alcohol Offenses** - multiple offenses within the past 7 years
Examples include: driving under the influence, drunk and disorderly, public intoxication, etc.
- **Any other Misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft - if person is handling monies, etc.