



As an employee of Western Illinois University who may perform supplemental work with minors, being allowed to perform this work is contingent upon University policies and procedures relating to the receipt and evaluation of information contained in a background investigation. Accordingly, you are required to submit to a background investigation if you may be working with minor children. Arrest, conviction, or administrative discipline is not necessarily an automatic bar to future assignments.

In the event the background check reveals the presence of information of concern, Western Illinois University reserves the right to prohibit an employee from performing work with minors.

I, the undersigned, affirm that I have carefully read, reviewed, and understand this investigation form.

Furthermore, I attest that I ( ) been convicted of a crime (circle one) or the subject of any administrative disciplinary action, and agree to the background investigation. (If you circled "have," please attach a document to explain.)

I understand the department will be contacted once the background check process is complete. I further understand that I cannot start working with minors until I am cleared through the background investigation process.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

WIU ID#: \_\_\_\_\_