

Township of Upper Moreland

117 Park Avenue, Willow Grove
Montgomery County, Pennsylvania 19090-3215
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Solicitor

AUTHORIZATION FOR RELEASE FOR CRIMINAL HISTORY BACKGROUND CLEARANCE AND CHILD ABUSE CLEARANCE INFORMATION

I, _____, have applied for a position within the Upper
[PRINT FIRST AND LAST NAME]

Moreland Township Parks and Recreation Department which requires I obtain and present to the Township an original Criminal History Background Form (SP4-164) and an original Child Abuse Clearance Form (CY 113) which is less than one year old in order to submit my application for employment.

I understand that if I do not have an original Criminal History Background Form (SP4-164) and an original Child Abuse Clearance Form (CY 113) which is less than one year old I am responsible for completing the necessary forms and sending with the required payment. In the absence of having the original forms, the Township will accept a copy of the completed forms and a copy of the certified check or money order submitted as proof that the request for the clearances have been made.

In order to ensure a more efficient application process I agree to place Upper Moreland Township, 117 Park Avenue, Willow Grove, PA 19090 ATTN: Human Resources as my address so that the original forms are sent directly to an identified member of the Upper Moreland Township Human Resources Department to be reviewed and copied for my application file. I understand the original forms will be returned to me after the Township has reviewed and copied them.

I acknowledge that if offered employment with the Upper Moreland Township, I will be reimbursed for the cost paid to obtain the above required clearances.

Print Name: _____

Signature: _____