

**Parent's or Guardian's
Consent and Authorization Form
For Minor Applicant's
Screenings/Background Checks
City of Converse**

Applicant's Position: _____

Date: _____

Applicant's Name: _____
Printed Name

Applicant's DOB: _____

Applicant's Signature: _____

Applicant's Age: _____

Acknowledgement, Consent and Authorization

I acknowledge that the position sought is safety sensitive, and/or may sometimes requires strenuous physical exertion. Accordingly, the City must use care in the engagement of persons for this work.

Toward that end, I acknowledge and authorize as follows:

1. I am the parent or guardian of the Applicant named above and I have the authority to provide this consent and authorization.
2. By initialing below, I authorize the City of Converse to conduct the following checks and screenings on the applicant named above before or when they are engaged to work as an employee or volunteer:

_____ Background check, including checks of references

_____ Drug screen, if indicated under circumstances described in Chapter 22.12.3 of the City's *Policy Handbook* (attached)

The parent or guardian must sign below in the presence of the supervising manager or other appropriate City employee and must present acceptable identification to the City employee accepting this Form.

Parent's or Guardian's Signature

Date Signed

Parent's or Guardian's Printed Name

Witness's Signature

Witness's Printed Name

Policy Handbook

22.12.3 Employee and Applicant Testing [or Volunteer]

22.12.3.1 Employee [or Volunteer] drug testing – employees or volunteers will be drug tested when

- a. by their actions or conduct, they have given a supervisor or a co-worker reasonable suspicion to believe they are impaired by drugs or alcohol, in which case the supervisor or co-worker must articulate the reason(s) they believe the employee or volunteer to be impaired and, if required, prepare a written statement describing such reasons; or
- b. involved in an accident resulting in, or a near miss which could have resulted in, damage(s), injury(ies), or death and the accident or near miss resulted from the employee's or volunteer's negligent conduct.
- c. Employees or volunteers may be tested for alcohol and/or illegal and unauthorized drugs after a workplace injury or accident or "near miss," when reasonable suspicion exists, or in connection with any required treatment or rehabilitation. The City may conduct random testing on employees or volunteers holding safety-sensitive positions or Commercial Driver Licenses.

Parent's or Guardian's Signature

Date Signed