

**ADMINISTRATIVE OFFICES OF THE COURTS
REQUEST FOR CONVICTION RECORDS
DEPARTMENT FOR SOCIAL SERVICES FUNDED AGENCIES**

Pursuant to KRS 216.793, a request is made for any record of conviction of a crime by the person identified herein. This information shall be released to:

The Episcopal Church Home 7504 Westport Road Louisville, KY 40222
Contact Persons: Gwen Bradley, Director of Human Resources
 Kristy Littlefield, HR Assistant
 CUSTOMER ID NUMBER **916**

ACKNOWLEDGEMENT BY APPLICANT

I have applied for employment in a position involving direct services with a senior citizen(s) with an agency funded by the Department for Social Services. I know that the Kentucky State Police (KSP) will provide the employer with ***any record I may have for conviction of any crime.*** I know that I have the right to inspect my criminal history records and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the KSP and any KSP employee from any claim for damages arising from the dissemination of inaccurate information.

APPLICANT INFORMATION (Please Print Clearly)

<u>Last Name</u>	<u>First Name</u>
<u>Social Security Number</u>	<u>Date of Birth</u>
<u>Street Address</u>	<u>City</u> <u>State</u> <u>Zip Code</u>
<u>Maiden Name or Alias</u>	<u>Race</u> <u>Sex</u>

Applicant Signature

Date

Witness Signature

Date