



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF EDUCATION

Human Resources

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St. Croix: 2133 Hospital Street, Christiansted St. Croix, U.S. Virgin Islands 00820-4665 Tel: (340) 773-1095 Fax: (340) 778-8995

Nicole Jacobs, IPMA-CP, SHRM-SCP Director

RE: Criminal Background Check Soc. Sec. No: _____

Candidate's Last Name _____ First Name _____

Middle Names (s) _____ Maiden Name _____

Other Names Used _____

Date of Birth _____ Place of Birth _____

Current Address: _____

Former Address: _____

Include other addresses used within the last ten years. If you have lived at your former address for less than five years. Use additional sheets, if necessary.

The above individual has applied for a position with the Government of the Virgin Islands of the United States Department of Education. The nature of our business requires that we use every precaution in the selection of employees. Therefore, we would appreciate your assistance in conducting not only a local, but, also a national/international criminal background check of this individual. Please be assured that this information will be held in strict confidence.

Thank you for anticipated cooperation and prompt response to this inquiry.

I authorize the Virgin Islands Department of Education to conduct employment reference check.

Applicant's Signature _____ Date _____

Witness: _____

