

Pre-Employment/Investigation Disclosure Notice

PLEASE READ CAREFULLY BEFORE SIGNING

In connection with the possible employment, access, and/or authorization considered between:

Applicant/Employee Name

and _____, the _____ may obtain information about you from outside sources to include Consumer Reporting Agency(s) (CRA). Thus, you may be the subject of "consumer reports" and "investigative reports" which may include information about your character, general reputation, personal characteristics and mode of living, and which can involve personal interviews with sources such as your supervisors, former supervisors, neighbors, friends, or associates. Reports may also contain public records (including national criminal records), driving history information, consumer credit, employment and education verifications, worker's compensation (if applicable), etc. These reports may be obtained at any time after receipt of your authorization. You have the right, upon written request made after receipt of this notice, to request disclosure of the nature and scope of an investigative consumer report. You have the right to dispute information that you believe is inaccurate or incomplete. Attached is a copy of the Summary of Consumer Rights under the Fair Credit Reporting Act.

Additional notice: 25 CFR 12, Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), Public Law 101-630 (codified in 25 United States Code § 3207) requires designated child care positions to have a national criminal history record check and designated law enforcement positions to have a national criminal history record check and a financial record check as a condition of employment. Depending on your position, you may also be subject to a reinvestigation as routinely as every year but at least every five years as a condition of employment.

APPLICANT / EMPLOYEE / VOLUNTEER:	
Signature: _____	Date: _____
Printed Name: _____	

Investigative Questionnaire

Instructions for Completing This Form

1. Follow the instructions provided to you by the office that gave you this form and any other clarifying instructions provided by that office to assist you with completion of this form. You must sign and date, in ink, the original and each copy you submit. You should retain a copy of the completed form(s) for your records.
2. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form with an N/A.
3. You may use abbreviations. Do not use acronyms that are not identified elsewhere on the form.
4. The 5-digit postal Zip Codes are required to process your investigation more rapidly. Refer to an automated system approved by the U.S. Postal Service to assist you with Zip Codes.
5. For telephone numbers in the U.S., ensure that the area code is included.
6. All dates provided in this form must be in Month/Day/Year or Month/Year format. Use number (01 – 12) to indicate months. For example, June 29, 1997, should be written as 06/29/1997. If you are unable to report an exact date, approximate or estimate the date to the best of your ability, and indicate "EST" in the field.

Penalties for Inaccurate or False Statements

's internal policies and it is noted that the U.S. Criminal Code (title 18, section 1001) provides that knowingly falsifying or concealing a material fact is a felony which may result in fines and/or up to five (5) years imprisonment. In addition, hiring agencies generally fire, do not grant credentials, or disqualify individuals who have materially and deliberately falsified these forms, and this remains a part of the permanent record for future placements. Your prospects of placement are better if you answer all questions truthfully and completely. You will have adequate opportunity to explain any information you provide on this form and to make your comments part of the record.

Disclosure Information


The information you provide is for the purpose of investigating you for a designated position, and the information will be protected from unauthorized disclosure. The collection, maintenance, and disclosure of the background investigative information will be protected from unauthorized disclosure in accordance with 's privacy procedures. The information you provide on this form, and information collected during an investigation, may be disclosed without your consent by an agency maintaining the information in a system of records as permitted by the Privacy Act [5 U.S.C. 552a(b)] in addition to the 's privacy procedures. You will not receive prior notice of such disclosures under routine use.

Investigative Questionnaire

Persons completing this form should begin with the questions below after carefully reading the preceding instructions.

I have read the preceding instructions and I understand that if I withhold, misrepresent, or falsify information on this form, I am subject to the penalties for inaccurate or false statement (identified in the instructions), denial or revocation of access, and/or removal and/or debarment from employment.

YES NO

1. Full Name					
Last Name		First Name		Middle Name	Jr., II, etc
2. Other Names Used – Maiden name, from a former marriage, alias(s), or nickname(s). If you have responded "Yes" to having used other names, provide your other name(s) used and the reason why the name changed.					
Have you used any other names?				YES	NO
Name		Provide the reason(s) why the name changed			
Name		Provide the reason(s) why the name changed			
3. Date of Birth				4. Social Security Number	
Month 00	Day 00	Year 0000			
5. Gender		6. Place of Birth			
Male	Female	City		County	State
7. Your Contact Information - Provide your contact information. Email addresses may be used as a contact method and to identify subjects in records.					
Personal/Home Email Address			Work/Alternative Email Address		
Home Telephone Number		Cell/Mobile Telephone Number		Work/Alternative	
Day	Day	Day	Day	Day	Day
Night	Night	Night	Night	Night	Night

Questionnaire Continuation

Last Name	First Name	Middle Name	Jr., II, etc.	Last 4 - Social Security Number
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8. Where You Have Lived – List the places where you have lived beginning with your present address and working back **5 years**. Residence for the entire period must be accounted for without breaks. Indicate the physical location of your residence, not a Post Office box. If you split your time between one or more residences during the time period, you must list all residences. Do not list residence before your 18th birthday unless to provide a minimum of 2 years residence history. You are not required to list temporary locations of less than 90 days that did not serve as your permanent or mailing address.

Enter Residence Information

#1 - Provide dates of your present residence.

From Date (Month/Year)	Est.	To Date (Month/Year)	Is this residence:	
		PRESENT	Owned by you Military housing	Rented or leased by you Other

Street Address	City	State	Zip code
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Is the residence within an Indian Reservation, Village, Community, Rancheria or Pueblo? Yes No

If yes, list (Include Community, State):

#2 - Provide dates of residence.

From Date (Month/Year)	Est.	To Date (Month/Year)	Est.	Is this residence:	
				Owned by you Military housing	Rented or leased by you Other

Street Address	City	State	Zip code
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Is the residence within an Indian Reservation, Village, Community, Rancheria or Pueblo? Yes No

If yes, list (Include Community, State):

#3 - Provide dates of residence.

From Date (Month/Year)	Est.	To Date (Month/Year)	Est.	Is this residence:	
				Owned by you Military housing	Rented or leased by you Other

Street Address	City	State	Zip code
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Is the residence within an Indian Reservation, Village, Community, Rancheria or Pueblo? Yes No

If yes, list (Include Community, State):

#4 - Provide dates of residence.

From Date (Month/Year)	Est.	To Date (Month/Year)	Est.	Is this residence:	
				Owned by you Military housing	Rented or leased by you Other

Street Address	City	State	Zip code
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Is the residence within an Indian Reservation, Village, Community, Rancheria or Pueblo? Yes No

If yes, list (Include Community, State):

#5 - Provide dates of residence.

From Date (Month/Year)	Est.	To Date (Month/Year)	Est.	Is this residence:	
				Owned by you Military housing	Rented or leased by you Other

Street Address	City	State	Zip code
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Is the residence within an Indian Reservation, Village, Community, Rancheria or Pueblo? Yes No

If yes, list (Include Community, State):

Questionnaire Continuation

Last Name	First Name	Middle Name	Jr., II, etc.	Last 4 - Social Security Number
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9. Employment Activities - List all of your employment activities beginning with the present and working back 5 years. The 5 year period must be accounted for without breaks. For periods of unemployment, list dates and "unemployed" or "attending school." Do not list employment before your 18th birthday unless to provide a minimum of 2 years employment history.

Entry #1 – Select your employment activity.

Employer Name:

Active Military Federal Contractor National Guard/Reserve	Other Federal Employment State Government Non-government Employment	Self-employment Unemployment Other
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From Date (Month/Year)	Est	To Date (Month/Year)	Est	Select the employment status:	
				Full-time	Part-time

Provide your assigned duty station during this period. (City and State)

Provide your most recent position title.

Street Address	City	State	Zip code
Telephone Number	Alternate Telephone Number		

Provide the name of your supervisor.

Last Name	First Name	Position Title
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Provide the following contact information for this person.

Home Telephone Number	Day	Cell/Mobile Telephone Number	Day	Work/Alternative	Day
()	Night	()	Night	()	Night

Provide e-mail address for this person. I don't know

Provide street address for this person (including apartment number). Include city, state, and zip code.

For this employment, in the **last 7 years** did you receive a written warning, been officially reprimanded, suspended or disciplined for misconduct in the workplace, such as a violation of policy or were you the subject of an Internal Affairs inquiry or administrative investigation based on allegations?

Yes No

If Yes, provide the reason(s) for being warned, reprimanded, suspended, disciplined or reviewed under inquiry or investigation. Date: (Month/Year)

For this employment have any of the following happened to you in the **last 7 years**? Fired, quit after being told you would be fired, left by mutual agreement including charges or allegations of misconduct, left by mutual agreement following notice of unsatisfactory performance.

Yes No

Select your type of incident:	Reason:	Employment Departure Date:
Fired	Provide the reason fired.	(Month/Year) Est.
Quit after being told you would be fired.	Provide the reason.	(Month/Year) Est.
Left by mutual agreement following charges or allegations of misconduct.	Provide the charges or allegations.	(Month/Year) Est.

If no longer employed, provide the specific reason you left the employment activity:

Is the employment location within an Indian Reservation, Village, Community, Rancheria or Pueblo? Yes No

If yes, list: _____
Community, State

Questionnaire Continuation

Last Name	First Name	Middle Name	Jr., II, etc.	Last 4 - Social Security Number
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Employment Activities - Continued.

Entry #2 – Select your employment activity.

Employer Name:

Active Military Federal Contractor National Guard/Reserve	Other Federal Employment State Government Non-government Employment	Self-employment Unemployment Other
From Date (Month/Year) Est	To Date (Month/Year) Est	Select the employment status: Full-time Part-time
Provide your assigned duty station during this period. (City and State)		Provide your most recent position title.
Street Address	City	State Zip code
Telephone Number	Alternate Telephone Number	

Provide the name of your supervisor.

Last Name	First Name	Position Title
Provide the following contact information for this person.		
Home Telephone Number () Day Night	Cell/Mobile Telephone Number () Day Night	Work/Alternative () Day Night
Provide e-mail address for this person.		I don't know
Provide street address for this person (including apartment number). Include city, state, and zip code.		
For this employment, in the last 7 years did you receive a written warning, been officially reprimanded, suspended or disciplined for misconduct in the workplace, such as a violation of policy or were you the subject of an Internal Affairs inquiry or administrative investigation based on allegations?		
		Yes No
If Yes, provide the reason(s) for being warned, reprimanded, suspended, disciplined or reviewed under inquiry or investigation.		Date: (Month/Year)

For this employment have any of the following happened to you in the last 7 years ? Fired, quit after being told you would be fired, left by mutual agreement including charges or allegations of misconduct, left by mutual agreement following notice of unsatisfactory performance.		Yes No
Select your type of incident:	Reason:	Employment Departure Date:
Fired	Provide the reason fired.	(Month/Year) Est.
Quit after being told you would be fired.	Provide the reason.	(Month/Year) Est.
Left by mutual agreement following charges or allegations of misconduct.	Provide the charges or allegations.	(Month/Year) Est.
If no longer employed, provide the specific reason you left the employment activity:		

Is the employment location within an Indian Reservation, Village, Community, Rancheria or Pueblo?	Yes No
If yes, list: _____ Community, State	

Questionnaire Continuation

Last Name	First Name	Middle Name	Jr., II, etc.	Last 4 - Social Security Number
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Employment Activities - Continued.

Entry #3 – Select your employment activity.

Employer Name:

Active Military Federal Contractor National Guard/Reserve	Other Federal Employment State Government Non-government Employment	Self-employment Unemployment Other
From Date (Month/Year) Est	To Date (Month/Year) Est	Select the employment status: Full-time Part-time
Provide your assigned duty station during this period. (City and State)		Provide your most recent position title.
Street Address	City	State Zip code
Telephone Number	Alternate Telephone Number	

Provide the name of your supervisor.

Last Name	First Name	Position Title
Provide the following contact information for this person.		
Home Telephone Number Day () Night	Cell/Mobile Telephone Number Day () Night	Work/Alternative Day () Night
Provide e-mail address for this person.		I don't know
Provide street address for this person (including apartment number). Include city, state, and zip code.		
For this employment, in the last 7 years did you receive a written warning, been officially reprimanded, suspended or disciplined for misconduct in the workplace, such as a violation of policy or were you the subject of an Internal Affairs inquiry or administrative investigation based on allegations?		
		Yes No
If Yes, provide the reason(s) for being warned, reprimanded, suspended, disciplined or reviewed under inquiry or investigation.		Date: (Month/Year)

For this employment have any of the following happened to you in the last 7 years ? Fired, quit after being told you would be fired, left by mutual agreement including charges or allegations of misconduct, left by mutual agreement following notice of unsatisfactory performance.		
		Yes No
Select your type of incident:	Reason:	Employment Departure Date:
Fired	Provide the reason fired.	(Month/Year) Est.
Quit after being told you would be fired.	Provide the reason.	(Month/Year) Est.
Left by mutual agreement following charges or allegations of misconduct.	Provide the charges or allegations.	(Month/Year) Est.
If no longer employed, provide the specific reason you left the employment activity:		

Is the employment location within an Indian Reservation, Village, Community, Rancheria or Pueblo?	Yes	No
If yes, list: _____ Community, State		

Questionnaire Continuation

Last Name	First Name	Middle Name	Jr., II, etc.	Last 4 - Social Security Number
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Police Record - For this section, report information regardless of whether you believe the record in your case has been sealed, expunged, or otherwise stricken from the court record or the charge was dismissed. You need not report convictions under the Federal Controlled Substances Act for which the court issued an expungement order under the authority of 21 U.S.C. 844 or 18 U.S.C. 3607. Be sure to include all incidents whether occurring in the U.S. or abroad.

11. In the last 5 years , have you been arrested for, charged with, or convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? (Leave out traffic fines of less than \$150.00.)	YES	NO
12. Are you now under charges for any violation of law?	YES	NO

If you have responded "Yes" to any of the above questions in this section, explain your answer(s) below providing all requested information.

Question #	Month/Year	Offense	Action Taken	Arresting Law Enforcement /Military Agency	State

It is noted, with reference to this questionnaire, that neither your truthful responses nor information derived from your responses to this questionnaire will be used as evidence against you in a subsequent criminal proceeding.

After completion of this form and any attachments you have provided, you should review your answers to all questions to make sure the form is complete and accurate, and then sign and date the following certification and the attached release(s).

Certification

My statements on this form, and on any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I have carefully read the foregoing instructions to complete this form. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001 and _____ internal policies. I understand that intentionally withholding, misrepresenting, or falsifying information may have a negative effect on my eligibility for a designated child care position, employment prospects, credentialing, or job status, up to and including denial or revocation of my credentials, or my removal and debarment from employment with _____.

I understand my right to obtain a copy of any national criminal history report made available to the _____ and/or Personnel Security Consultants, Inc., and my rights to challenge the accuracy and completeness of any information contained in the report.

Signature

Printed Name

Signature Date (mm/dd/yyyy)

Enter you Social Security Number before going to the next page 

Authorization for Release of Information

Carefully read this authorization to release information about you, then sign and date it in ink.

I **Authorize** any investigator, special agent, or other duly accredited representative of the agency conducting my background investigation, reinvestigation, or as part of ongoing evaluation for eligibility for a designated child care position, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, consumer reporting agencies, or other sources of information. This information may include, but is not limited to current and historic academic, residential, achievement, performance, attendance, disciplinary, employment, motor vehicle records, national criminal history record information and publicly available social media information. I authorize the _____ and/or Personnel Security Consultants, Inc., who is conducting my investigation, reinvestigation for the purpose of making a determination of suitability.

I **Understand** that, for these purposes, publicly available social media information includes any electronic social media information that has been published or broadcast for public consumption, is available on request to the public, is accessed on-line to the public, is available to the public by subscription or purchase, or is lawfully accessible to the public. I further understand that this authorization does not require me to provide passwords; log into a private account; or take any action that would disclose non-publicly available social media information.

I **Understand** that, for former employers, motor vehicle departments, and other sources of information, separate specific releases may be needed, and I may be contacted for such releases at a later date.

I **Authorize** any investigator, special agent, or other duly accredited representative of the _____ and/or Personnel Security Consultants, Inc., who is conducting my background investigation, to request national criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for assignment to, or retention in a designated position and/or a position working with children. I understand that I may request a copy of such records as may be available to me under the law.

I **Authorize** the custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative authorized above regardless of any previous agreement to the contrary.

I **Understand** that the information released by record custodians and sources of information is for official use by the _____ and/or Personnel Security Consultants, Inc., only for the purpose of determining my suitability for employment with the _____.

Photocopies of this authorization with my signature are valid. The authorization shall remain in effect so long as I occupy a position with _____.

Signature (sign in black ink)	Full name (Type or print legibly)	Date (mm/dd/yyyy)	
Other names used			
Current street address and city	State	Zip Code	Telephone number