

# Pre-Employment/Investigation Disclosure Notice

*PLEASE READ CAREFULLY BEFORE SIGNING*

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

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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.

<b>APPLICANT / EMPLOYEE / VOLUNTEER:</b>
Signature: _____ Date: _____
Printed Name: _____

# Questionnaire for Designated Public Trust Positions

## 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.

## Questionnaire for Designated Public Trust Positions

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

<b>1. Full Name</b>								
Last Name	First Name	Middle Name	Jr., II, etc					
<b>2. Other Names Used</b> – 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						
<b>3. Date of Birth</b>			<b>4. Social Security Number</b>					
Month 00	Day 00	Year 0000	➔					
<b>5. Driver's License No.</b>		<b>6. Place of Birth</b>						
No.:	State Issued:	City	County	State				
<b>7. Your Contact Information</b> - 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	Day	Night	Cell/Mobile Telephone Number	Day	Night	Work/Alternative	Day	Night

**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 18<sup>th</sup> 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.

<b>Enter Residence Information –</b>				
#1 - Provide dates of your <b>present</b> residence.				
From Date (Month/Year)	Est.	To Date (Month/Year)	Is this residence:	
			Owned by you	Rented or leased by you
			Military Housing	Other
Street Address		City	State	Zip code
Is the residence 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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#### Where You Have Lived – Continued

#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
Is the residence within an Indian Reservation, Village, Community, Rancheria or Pueblo? <span style="float: right;">Yes No</span>					
If yes, list: _____ 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
Is the residence within an Indian Reservation, Village, Community, Rancheria or Pueblo? <span style="float: right;">Yes No</span>					
If yes, list: _____ 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
Is the residence within an Indian Reservation, Village, Community, Rancheria or Pueblo? <span style="float: right;">Yes No</span>					
If yes, list: _____ 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
Is the residence within an Indian Reservation, Village, Community, Rancheria or Pueblo? <span style="float: right;">Yes No</span>					
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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**9. Where You Went to School** – Do not list education before your 18<sup>th</sup> birthday, unless to provide a minimum of two years of education history.

Have you received a degree or diploma in the last **5 years**?

Yes      No (if no, proceed to next question)

If yes, provide the following dates of attendance and requested information.

#1 - Provide dates of attendance.

From Date (Month/Year)	Est	To Date (Month/Year)	Est	Select the most appropriate description of your school.	
				High School	Vocational/Technical/Trade
				College/University	Online/Distance School

Provide the name of the school.

Provide the street address of the school. For Online/Distance school, provide the address where the records are maintained.

Street Address (Include city, state, and zip code)	Telephone No.
	(      )

Did you receive a degree/diploma?      Yes      No      If yes, provide type of degree(s)/diploma(s) received and date(s) awarded.

Choose one: Degree Diploma	Attendance Only Other (Explain)	Major/Focus:	Date awarded (Month/Year)	Est
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#2 - Provide dates of attendance.

From Date (Month/Year)	Est	To Date (Month/Year)	Est	Select the most appropriate description of your school.	
				High School	Vocational/Technical/Trade
				College/University	Online/Distance School

Provide the name of the school.

Provide the street address of the school. For Online/Distance school, provide the address where the records are maintained.

Street Address (Include city, state, and zip code)	Telephone No.
	(      )

Did you receive a degree/diploma?      Yes      No      If yes, provide type of degree(s)/diploma(s) received and date(s) awarded.

Choose one: Degree Diploma	Attendance Only Other (Explain)	Major/Focus:	Date awarded (Month/Year)	Est
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#3 - Provide dates of attendance.

From Date (Month/Year)	Est	To Date (Month/Year)	Est	Select the most appropriate description of your school.	
				High School	Vocational/Technical/Trade
				College/University	Online/Distance School

Provide the name of the school.

Provide the street address of the school. For Online/Distance school, provide the address where the records are maintained.

Street Address (Include city, state, and zip code)	Telephone No.
	(      )

Did you receive a degree/diploma?      Yes      No      If yes, provide type of degree(s)/diploma(s) received and date(s) awarded.

Choose one: Degree Diploma	Attendance Only Other (Explain)	Major/Focus:	Date awarded (Month/Year)	Est
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### Questionnaire Continuation

Last Name	First Name	Middle Name	Jr., II, etc.	Last 4 - Social Security Number
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**10. 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 18<sup>th</sup> 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
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Provide your assigned duty station during this period. (City and State)

Provide your most recent position title.

Street Address	City	State	Zip code
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Telephone Number	Alternate Telephone Number	
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**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 Night	Cell/Mobile Telephone Number (      )	Day Night	Work/Alternative (      )	Day Night
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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 5 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 5 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
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From Date (Month/Year)	Est	To Date (Month/Year)	Est	Select the employment status: Full-time          Part-time
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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 Night	Cell/Mobile Telephone Number (    )	Day Night	Work/Alternative (    )	Day Night
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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 5 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 5 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
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From Date (Month/Year)	Est	To Date (Month/Year)	Est	Select the employment status: Full-time      Part-time
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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	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 5 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 5 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 #4 – 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
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Provide your assigned duty station during this period. (City and State)	Provide your most recent position title.
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Street Address	City	State	Zip code
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Telephone Number	Alternate Telephone Number	
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#### 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 Night	Cell/Mobile Telephone Number (    )	Day Night	Work/Alternative (    )	Day Night
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Provide e-mail address for this person.	I don't know
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Provide street address for this person (including apartment number). Include city, state, and zip code.
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For this employment, in the <b>last 5 years</b> 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
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If Yes, provide the reason(s) for being warned, reprimanded, suspended, disciplined or reviewed under inquiry or investigation.	Date: (Month/Year)
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For this employment have any of the following happened to you in the <b>last 5 years</b> ? 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
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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:
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Is the employment location within an Indian Reservation, Village, Community, Rancheria or Pueblo?	Yes	No
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If yes, list: _____ Community, State
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### Questionnaire Continuation

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

Entry #5 – 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 <b>last 5 years</b> 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 <b>last 5 years</b> ? 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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**11. Personal References** – Provide three people who know you well and live in the U.S. They should be good friends, peers, colleagues, roommates, associates, etc., and who are aware of your activities outside of the workplace, school, and whose combined association with you covers at least the **last 5 years**. Do **not** provide anyone listed elsewhere on this form or close relatives.

Entry #1

Last Name	First Name	Middle Name
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Provide dates known.

From Date (Month/Year)	Est.	To Date (Month/Year)	Est.
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Provide relationship to you (Check all that apply)

Neighbor	Work Associate	Friend
Schoolmate	Other _____	

Provide the following contact information for this person.

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

Entry #2

Last Name	First Name	Middle Name
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Provide dates known.

From Date (Month/Year)	Est.	To Date (Month/Year)	Est.
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Provide relationship to you (Check all that apply)

Neighbor	Work Associate	Friend
Schoolmate	Other _____	

Provide the following contact information for this person.

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

Entry #3

Last Name	First Name	Middle Name
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Provide dates known.

From Date (Month/Year)	Est.	To Date (Month/Year)	Est.
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Provide relationship to you (Check all that apply)

Neighbor	Work Associate	Friend
Schoolmate	Other _____	

Provide the following contact information for this person.

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

**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 aboard.

12. In the <b>last 5 years</b> have you been arrested by any police officer, sheriff, marshal or any other type of law enforcement official including tribal law enforcement officials?	YES	NO
13. In the <b>last 5 years</b> have you been charged with, convicted of, or sentenced for a crime in any court? (Include all qualifying charges, convictions or sentences in any federal, state, local, military, tribal, or non-U.S. court, even if previously listed on this form).	YES	NO
14. In the <b>last 5 years</b> have you been or are you currently on probation or parole?	YES	NO
15. Are you currently on trial or awaiting a trial on criminal charges?	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

**Illegal Use of Drugs and Drug Activity** – We note, with reference to this section, that neither your truthful responses or information derived from your responses to this section will be used as evidence against you in a subsequent criminal proceeding. As to this particular section, this applies whether or not you are currently employed by the . The following questions pertain to the illegal use of drugs or controlled substance activity in accordance with federal laws, even though permissible under state laws.

16. In the <b>last 5 years</b> , have you illegally used any drugs or controlled substance? Use of a drug or controlled substance includes injecting, snorting, inhaling, swallowing, experimenting with or otherwise consuming any drug or controlled substances.	YES	NO
17. In the <b>last 5 years</b> , have you been involved in the illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any drug or controlled substance?	YES	NO

If you responded "Yes" to the above questions in this section, provide the date(s), the type of drug or controlled substance and the number of times used or your involvement. Examples include: THC (marijuana, weed, hashish, etc.); cocaine; crack cocaine; narcotics (opium, morphine, codeine, heroin); stimulants (amphetamines, speed, crystal meth, ecstasy); depressants (barbiturates, methaqualone, tranquilizers); hallucinogenics (LSD, PCP, mushrooms); ketamine (special K, jet); inhalants (toluene, amyl nitrate); steroids (clear, juice) or other.

Month/Year To Est.	Controlled Substance Used	Number of Times Used/Involvement
Month/Year To Est.	Controlled Substance Used	Number of Times Used/Involvement

**Questionnaire Continuation**

Last Name	First Name	Middle Name	Jr., II, etc.	Last 4 - Social Security Number
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18. In the <b>last 5 years</b> , have you intentionally engaged in the misuse of prescription drugs, regardless of whether or not the drugs were prescribed for you or someone else?		YES	NO
Month/Year To	Month/Year Est.	If you responded "Yes" to the above question in this section, provide the prescription drug that you misused	
Provide the reason(s) for and circumstances of the misuse of the prescription drug			

**Financial Records**

19. In the <b>last 5 years</b> , have you, or a company over which you exercised some control, filed under any chapter of the bankruptcy code or been declared bankrupt?	YES	NO
20. In the <b>last 5 years</b> , have you been delinquent on alimony or child support payments?	YES	NO
21. In the <b>last 5 years</b> , have you had any judgments against you?	YES	NO
22. In the <b>last 5 years</b> , have you had a lien placed against your property for failing to pay taxes or other debts?	YES	NO
23. In the <b>last 5 years</b> , have you had any of your possessions or property voluntarily or involuntarily repossessed, foreclosed, or your wages garnished?	YES	NO
24. In the <b>last 5 years</b> , have you defaulted on any type of loan?	YES	NO
25. In the <b>last 5 years</b> , have you had bills or debts turned over to a collection agency?	YES	NO
26. In the <b>last 5 years</b> , have you had any account or credit card suspended, charged off, or cancelled for failing to pay as agreed?	YES	NO
27. In the <b>last 5 years</b> , were you evicted for non-payment?	YES	NO
28. In the <b>last 5 years</b> , were you over 120 days delinquent on any debt not previously disclosed on this form?	YES	NO

If you answered "Yes" for any of the above questions in this section, provide the appropriate information below.

Question #	Month/Year	Type of Action	Name/Address of Creditor or Oblige and/or Name of Court or Agency Handling Case	Current Status

Questionnaire Continuation				
Last Name	First Name	Middle Name	Jr., II, etc.	Last 4 - Social Security Number

**Involvement in Non-Criminal Court Actions**

29. In the last 5 years, have you been a party to any public record civil court actions not listed elsewhere on this form?	YES	NO
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If you answered "Yes" for any of the above questions in this section, provide the information requested below.

Incurred Month/Year	Nature of Action	Result of Action	Name of Parties Involved	Name/Address of Court or Agency Handling Case

**Continuation Space** - Use this space below (or separate blank sheets) to continue answers. If using a separate blank sheet(s) include your name and last four numbers of your social security number at the top of each blank sheet. Before each answer, identify the number of the question/item. To ensure clarity, maintain sequential order of questions and question format.

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Questionnaire Continuation				
Last Name	First Name	Middle Name	Jr., II, etc.	Last 4 - Social Security Number

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
<p>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 _____.</p> <p>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.</p>

Signature

Printed Name

Signature Date (mm/dd/yyyy)

Enter your Social Security Number before going to the next page 	
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# Questionnaire for Designated Child Care/Public Trust Positions

## Release to Obtain a Credit Report Fair Credit Reporting Disclosure and Authorization

### Disclosure

One or more reports from consumer reporting agencies may be obtained for employment purposes pursuant to the Fair Credit Reporting Act, codified at 15 U.S.C. § 1681, *et seq.*

### Purpose

The Services requires information from one or more consumer reporting agency in order to obtain information in connection with a background investigation, reinvestigation, or as part of ongoing evaluation for eligibility for a law enforcement position. The information obtained may be disclosed to other Services departments and/or Federal oversight agencies for the above purposes in fulfillment of official responsibilities to the extent that such disclosure is permitted by law. Information from the consumer report will not be used in violation of any applicable federal, state, or tribal regulation.

### Authorization

I hereby authorize any investigator, special agent, or other duly accredited representative of the Services and/or Personnel Security Consultants, Inc., conducting my initial background investigation, reinvestigation, or as part of ongoing evaluation for eligibility for a law enforcement position, and any consumer reporting agency to provide such reporting for purposes described above.

### Note

If you have a security freeze on your consumer or credit report file, we will not be able to access the information necessary to complete your investigation, which can adversely affect your eligibility for a position. To avoid such delays, you should expeditiously respond to any requests made to release the credit freeze for the purposes as described above.

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

Print Name	Social Security Number *
Signature (Sign in ink)	Date signed (mm/dd/yyyy)



## 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** the Social Security Administration (SSA) to verify my social security number (to match my name, social security number, and date of birth with information in SSA records and provide the results of the match) to the \_\_\_\_\_ and/or Personnel Security Consultants, Inc., who is conducting my investigation for the purposes outlined above. I authorize SSA to provide explanatory information to the \_\_\_\_\_ and/or Personnel Security Consultants, Inc., in the event of a discrepancy.

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