

**CITY OF \_\_\_\_\_**  
**Non-Sworn Employee**  
**BACKGROUND INVESTIGATION FORM**

**INSTRUCTIONS**

1. When completing this form, please type or print clearly. Provide complete information in your responses.
2. If a question does not apply to you, please write N/A in response.
3. If there is insufficient space to complete an answer, continue your response on the back of that page. Include the number of the question you are answering, and maintain the same format.
4. A release is included. Please sign your name on the release and return it with the forms. This release will be used to collect private data from sources that include, but are not limited to, those listed by you in this form.
5. Read and sign the Data Practices Advisory on page two.
6. Be sure to sign the completed background investigation form at the end of page four.
7. A page 3 is attached if the position you are applying for requires you to drive or operate a city motor vehicle. Your background package will not be deemed complete without page 3.

If you have any questions, contact \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_\_.

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**Data Practices Advisory**

The information you are being asked to provide will be used for the purpose of conducting a background investigation to determine your suitability and qualifications for employment with the City of \_\_\_\_\_.

"Minnesota Statutes 13.01 through 13.87 (1983) on data privacy require that you be informed that the following information which you are asked to provide in the employment application process is considered private data: Name, Home Address, Home Phone Number, Social Security Number, Racial/Ethnic Data, and Residence application.

This means the information classified as Private is available only to you, and employees of the City of \_\_\_\_\_ who have bona fide need for it. This data will be used to identify you within the hiring process. Refusal to supply the requested information may mean your application will not be considered.

Any false statement of any information or the intentional omission of the required information will result in your elimination from consideration and may be considered grounds for termination if discovered after employed.

Your name will become public data when you are certified as eligible to a vacancy, and if hired, the data specified in Minnesota Statutes, Section 13.43, subd. 2 becomes public.

**Consent**

As an applicant for a position with the City of \_\_\_\_\_, I consent to the conduct of a background investigation on me. I understand that the information I am providing is classified as private under the Minnesota Data Practices Act. I consent to the release of the information I am providing in the City of \_\_\_\_\_ Background Investigation Form and any other information obtained as a result of this background investigation, as deemed necessary and appropriate by the City of \_\_\_\_\_, to conduct a background investigation.

**Signature:**

**Date:** \_\_\_\_\_

**CITY OF \_\_\_\_\_**  
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**BACKGROUND INVESTIGATION FORM**  
**PERSONAL INFORMATION**

Last Name First Name Middle Name		Date of Birth
Street Address	Home Phone	Work Phone
City State Zip		Social Security Number

**DRIVER LICENSE**

List all driver licenses you have now, or have had in the past.						
State Type Driver License Number Status						
Have you at any time had your driver license restricted? Yes No						
If yes, specify the circumstances.						
Have you ever had a driver license revoked, suspended, or cancelled? Yes No						
Which license, When, Why:						
As a driver, have you ever been involved in a motor vehicle accident?					Yes	No
Date	Location	Investigative Agency	Police Report	Yes	No	
Date	Location	Investigative Agency	Police Report	Yes	No	
Date	Location	Investigative Agency	Police Report	Yes	No	
Date	Location	Investigative Agency	Police Report	Yes	No	
Date	Location	Investigative Agency	Police Report	Yes	No	

**CITY OF \_\_\_\_\_**  
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**CRIMINAL HISTORY**

Have you ever been charged with any non-traffic criminal violation?				Yes	No
Date	Charge	Investigating Agency	Disposition		
Date	Charge	Investigating Agency	Disposition		
Date	Charge	Investigating Agency	Disposition		
Date	Charge	Investigating Agency	Disposition		
Have you ever been charged with any non-traffic criminal violation?				Yes	No
Date	Charge	Investigating Agency	Disposition		
Date	Charge	Investigating Agency	Disposition		
Date	Charge	Investigating Agency	Disposition		
Date	Charge	Investigating Agency	Disposition		

**I CERTIFY THAT ALL OF THE STATEMENTS BY ME IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH. I UNDERSTAND THAT ANY FALSE INFORMATION OR OMISSION OF INFORMATION FROM THIS APPLICATION MAY BE CAUSE FOR REJECTION, OR DISMISSAL IF EMPLOYED.**

**SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_