

MCKENZIE COUNTY ★ SHERIFF'S OFFICE



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Instructions and Table of Contents

Read this page and all instructions within this packet in its entirety. Failure to follow instructions will slow the background process.

Please complete the following packet in its entirety. Failure to complete the packet in its entirety or as instructed could cause your background to take longer or eliminate you from consideration for the position for which you are applying.

In each section fill out every box or follow the instructions located within each section.

Complete the packet as honestly and accurately as possible failure to do so may disqualify you from the position you are seeking.

Throughout the background packet there will be locations to place people who knew you, or who are personal references, these boxes are required. Please note that you can only use a person one time throughout the entire packet and they can not be immediate family members.

Unless otherwise instructed in each individual section you must fill out every box. If a box is left unfilled or marked N/A, you must give an explanation on the last page of the packet. In this space you will put the Page number and the explanation.

After turning in the packet, the background investigator may contact you in regards to information on your background packet or for a background interview. Failure to answer questions or comply with the background interview could result in you no longer being considered for the job in which you are applying.

Sections

1. Background release form
2. Basic information
3. Social media accounts
4. Work history
5. Residential history
6. Educational history
7. Criminal / Driving history
8. Personal references

Disclosure Authorization and Consent Form

We welcome your application with McKenzie County. This document services solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604(b) to the applicant that a social security number trace, motor vehicle verification, education, previous employment, credit and a criminal background verification. In addition, investigative consumer reports gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation, and personal characteristics may be obtained for the purpose of this employment application. By the signature below, the Applicant acknowledges that McKenzie County has made this disclosure.

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges McKenzie County may now, or any time while I am employed/training, conduct a verification of my education, previous employment/work history, credit history, contact personal references, motor vehicle records, conduct drug testing, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment/training eligibility under McKenzie County employment/training policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential employment/training, before making the adverse decision, we will provide you with a copy of the report and a description in writing of your rights under the law.

I have read and understand this disclosure, and I authorize the background verification.

I authorize person, schools, current and former employers, and other organizations and Agencies to provide McKenzie County with all information that may be requested. I agree that any copy of this document is as valid as the original. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment/training was denied based on information obtained by my prospective employer/training program and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

Applicant Signature		Date	
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Basic Information

First Name	Middle Name	Last Name

Have you ever gone by a different name?	Yes		No	
If yes what was your previous name?				

Date of Birth	
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Social Security Number	
------------------------	--

Current Phone Number	
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Other or Previous phone numbers	
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Current Address				
Street	City	State	Zip Code	

Driver's License State		Driver's Number	
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Marital Status	Married		Single		Divorced	
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Social Media Accounts

Please complete the following. If you answer no to an account type move on the next account type and continue.

Do you Currently or have you ever had a Facebook account?	Yes		No	
What name is used for this account?				
What email is associated to this account?				

Do you Currently or have you ever had a Twitter account?	Yes		No	
What name is used for this account?				
What email is associated to this account?				

Do you Currently or have you ever had a Snap Chat account?	Yes		No	
What name is used for this account?				
What email is associated to this account?				

Do you Currently or have you ever had a Instagram account?	Yes		No	
What name is used for this account?				
What email is associated to this account?				

Do you Currently or have you ever had a LinkedIn account?	Yes		No	
What name is used for this account?				
What email is associated to this account?				

Please note that the Background investigator may attempt to Friend you on these accounts. As a part of the backgrounding process you are required to accept these invitations. Failure to allow access to these social media accounts by denial to the request will slow your Background and may result in you no longer being considered for the position you are seeking.

Do you agree to accept any request from your Background Investigator for these accounts?			
yes		no	

Work History

You are required to provide 5 years of work history or up to your 18th Birthday. There can be no time gaps, if unemployed that needs to be added into the timeline. If more entries are needed photo copy this page.

Current Employer						
Date From						
Position						
Supervisor Name				Sup Phone Number		
May We Contact	Yes		No			

List one person who knew you while at this place of employment.					
State they Live			Phone number		

Employer						
Date From		Date To				
Position						
Supervisor Name				Sup Phone Number		

List one person who knew you while at this place of employment.					
State they Live			Phone number		

Employer						
Date From		Date To				
Position						
Supervisor Name				Sup Phone Number		

List one person who knew you while at this place of employment.					
State they Live			Phone number		

Employer						
Date From		Date To				
Position						
Supervisor Name				Sup Phone Number		

List one person who knew you while at this place of employment.					
State they Live			Phone number		

Employer						
Date From		Date To				
Position						
Supervisor Name				Sup Phone Number		

List one person who knew you while at this place of employment.					
State they Live			Phone number		

Residential History

You are required to provide 5 years of residential history or up to your 18th Birthday. There can be no time gaps. If more entries are needed, photocopy this page.

Current Address			
Street	City	State	Zip Code
Rent or Own		Date From	
Land Lord or Management Company			
Phone Number			

List one person who knew you while at this residence.			
State they Live		Phone number	

Street	City	State	Zip Code
Rent or Own		Date From	
Land Lord or Management Company			
Phone Number			

List one person who knew you while at this residence.			
State they Live		Phone number	

Street	City	State	Zip Code
Rent or Own		Date From	
Land Lord or Management Company			
Phone Number			

List one person who knew you while at this residence.			
State they Live		Phone number	

Street	City	State	Zip Code
Rent or Own		Date From	
Land Lord or Management Company			
Phone Number			

List one person who knew you while at this residence.			
State they Live		Phone number	

Educational History

High School					
Name					
Location					
From Date			To Date		
Did you Graduate	Yes		No		GPA

List one person who knew you while attending this institution.			
State they Live			Phone number

Name					
Location					
From Date			To Date		
Major					
Did you Graduate	Yes		No		GPA

List one person who knew you while attending this institution.			
State they Live			Phone number

Name					
Location					
From Date			To Date		
Major					
Did you Graduate	Yes		No		GPA

List one person who knew you while attending this institution.			
State they Live			Phone number

Name					
Location					
From Date			To Date		
Major					
Did you Graduate	Yes		No		GPA

List one person who knew you while attending this institution.			
State they Live			Phone number

Criminal & Driving History

List all States for which you have had a Driver's License in the last 5 years.

Dates	State	Type

List any Driving Violations/citations in the last 5 years

State where occurred	Violation

List any and all arrests/criminal charges since your 18th Birthday

State where occurred	Charge

Personal References

Name	
Type of Reference	
Years Known	
State they Live in	
Phone Number	
Occupation	

Name	
Type of Reference	
Years Known	
State they Live in	
Phone Number	
Occupation	

Name	
Type of Reference	
Years Known	
State they Live in	
Phone Number	
Occupation	

Name	
Type of Reference	
Years Known	
State they Live in	
Phone Number	
Occupation	