

COMPLETE THIS FORM ONLY IF YOU ARE 18 OR OLDER

**CITY OF RAPID CITY - EMPLOYEE
BACKGROUND INVESTIGATION FORM**

Human Resources Division
300 Sixth Street
Rapid City, SD 57701

| | |
|------------------------|----------------------------|
| FOR OFFICE USE ONLY... | |
| Date: | _____ |
| Initials: | _____ |
| Position: | _____ |
| NEOgov #: | _____ |
| Category | A B C E F DL Reqd CDL Reqd |

This form is being completed by a City of Rapid City employee under a conditional offer of employment. Where necessary, fingerprints may be required. Please complete the form completely. Any misrepresentation or omission of facts may cause cancellation of the application and/or separation from employment.

The hiring official making the determination of suitability will provide you the opportunity to complete or challenge the accuracy of the information contained in the identification record.

Personal History and Identification

NAME OF APPLICANT: _____, _____
(last) (first) (middle)

ADDRESS: _____ PHONE (HOME): _____
(Street)

_____ PLACE OF BIRTH: _____
(City, State, Zip)

AGE: _____ DOB: _____ SS#: _____ Driver's License _____
State issued: _____

HEIGHT: _____ WEIGHT: _____ HAIR: _____ EYES: _____ RACE: _____ SEX: _____

You must be a citizen of the United States or have the right to work in the United States legally. If you are not a citizen or national of the United States, please attach proof of Lawful Permanent Resident - Alien Number or proof that you are an alien authorized to work.

Please list the local telephone number(s) at which you can be contacted and the hours you can be contacted:

Phone: () _____ Hours: _____ -- _____

Phone: () _____ Hours: _____ -- _____

PLEASE COMPLETE THE BACK OF THIS FORM

Systems Checked: (for Department use only)

Driver's License: _____ RCPD/PCSO: _____ UJIS: _____ DCI: _____ Credit: _____

Information Summary:

LEGAL

PLEASE NOTE: Conviction of a crime is not an absolute disqualification for employment. Failure to disclose convictions may result in disqualification.

CRIMINAL BACKGROUND INFORMATION: The City of Rapid City conducts background checks for all employees. If you have ever been convicted of a crime, please complete this section. Please exclude all juvenile convictions (under 18 years of age) unless conviction took place in adult court:

Have you ever (no time limit) been convicted of a **felony**? Yes ____ No ____
If yes, please provide details below.

| Approx. Date | Agency & State | Circumstances & Disposition |
|--------------|----------------|-----------------------------|
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Have you been convicted of a **misdemeanor** in the past 7 years other than minor traffic or parking violations? For example, please list, reckless driving, DUI, underage consumption, etc? Yes ____ No ____
If yes, please provide details below.

| Approx. Date | Agency & State | Circumstances & Disposition |
|--------------|----------------|-----------------------------|
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Are you currently on probation or parole? Yes ____ No ____ If yes, please list the name and phone number of your probation officer. _____

WAIVER TO PERMIT BACKGROUND INVESTIGATION

I, _____, hereby authorize the Rapid City Police Department to conduct an investigation into my complete history, including my former employment, together with any and all information concerning my abilities, personal character, credit history, arrest record, etc.

I hereby release any law enforcement agency, company, corporation, or individual from all liability for furnishing information concerning me in response to this investigation.

Signature of Applicant

Date