BACKGROUND INVESTIGATION

As an applicant for employment with the City of Willmar, you are being asked to provide information about yourself which will be used to evaluate your suitability for this type of employment.

The purpose of this background investigation is to review information concerning criminal and non-criminal history which reflects upon the character of you as an individual. The Police Department will be involved in this screening process. This process will include, but not be limited to, all incidents of police contact in the areas of domestic abuse, child abuse, sexual misconduct, fraud, theft, abuse of controlled substances, alcohol abuse, driving record and/or other incidents or information (conviction data, incident data, neighborhood data) which may be relevant during the hiring process for City of Willmar positions.

The purpose and intended use of this data is to conduct the background inquiries under applicable City of Willmar policies before offering employment to a perspective applicant. The specific use for each category of data is described below:

1. To conduct a criminal history and background check name(s) by which an applicant is known must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to access criminal history data, date of birth and gender must be supplied.
4. A criminal history, background check and driver's license check are required minimum selection standards under the applicable City policy in order to determine whether there are any job-related factors which affect the applicant's suitability for employment.

This data will be used solely for the above mentioned purposes. The data will be forwarded to the appropriate City staff and/or consultants as determined necessary for completion of the background investigation. This data may also be used for other purposes necessary for the administration of law, rule or ordinance but will be disseminated only as required by law.

You are not legally required to provide the requested information. However, if you do not, the City of Willmar will be unable to conduct the required background inquiries and will not be able to process your application and the City of Willmar will not be able to consider you for employment.

YOUR FULL NAME:_____
First Middle Last

OTHER NAMES YOU HAVE BEEN KNOW TO USE:_____

YOUR CURRENT ADDRESS: _____

_____
City State Zip Code

OTHER STATES IN WHICH YOU HAVE RESIDED: _____

YOUR BIRTH DATE:_____
Month Day Year

I hereby authorize the City of Willmar to use this information to determine my suitability for employment.

Signature_____ Date_____