



**BACKGROUND INVESTIGATION  
APPLICANT CONSENT FORM**

The City requires applicants who receive a conditional offer of employment to successfully pass a background investigation. A background investigation may include, but is not limited to, employment and education verifications; a review of criminal and civil court records, including driving records; fingerprinting; and/or a review of any other relevant records, including, but not limited to, personnel records, background investigation files, disciplinary records, internal investigations, complaints or grievances filed by or against the applicant, and polygraph examinations and opinions in accordance with the law. The City forwards all fingerprinting material to the Idaho State Police for processing. The fingerprints will be used to check the criminal history records of the FBI.

As part of our background investigation, the City may contact a consumer reporting agency or credit bureau to review its files on an applicant receiving a conditional offer of employment. If the City decides to request a consumer or credit report on you, the City will first obtain your specific written permission to access your files. This notice is supplied in accordance with your rights under the Fair Credit Reporting Act (FCRA). If the City decides to request a consumer report on you, it will follow FCRA's requirements governing permission and use of consumer reports in the employment process.

Please list below any criminal offense for which you have been convicted of or are awaiting trial for including: Misdemeanor(s) related to Sexual Misconduct within your lifetime; any Misdemeanor(s) within the last 15 years including D.U.I.; and any Felony(s) within your lifetime. ("Convicted" includes: a guilty plea; "no contest" or similar plea; pretrial diversion; withheld or deferred judgment; bail forfeiture; or guilty finding.) The City of Boise reserves the right to consider additional criminal offenses as disqualifying for employment.

Charge	Date	City/State	Disposition/Outcome	Felony or Misdemeanor

By signing this form you authorize the City to perform a background investigation on you and acknowledge that the conditional offer of employment you received is contingent on the satisfactory completion of the background investigation check process. In exchange for the City's consideration of your employment application and conditional job offer you agree not to file or pursue any complaints, claims, or legal actions arising out of the background check process or background check results against the City or any of its employees, representatives, or agents or against any organization or individual that provides information about you to the City or its agents. By signing this form you authorize the City to release to you copies of your criminal history record, including fingerprint results, should this information be used to disqualify you from employment with the City. Individuals refusing to cooperate in any portion of the background investigation process are not eligible for employment. If you are a minor, you agree that the City can release background investigation results to your parent(s) or legal guardian(s), upon their request.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

<p><b>If under 18 years of age, your parent/guardian must consent to the background investigation by signing and dating this form.</b></p> <p>Parent/Guardian Printed Name: _____</p> <p>Parent/Guardian Signature: _____ Date: _____</p>
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