

## Consent to Conduct Background Investigation

I understand that I am  APPLYING FOR the position of: \_\_\_\_\_ /  VOLUNTEERING with /  
 EMPLOYED with City of Kaukauna and am required to have a background investigation completed as requested. I understand that the following personal records are subject to being queried and reviewed by DIVERSIFIED investigations, llc:

<input checked="" type="checkbox"/> Social Security/Address Verification <input checked="" type="checkbox"/> Local law enforcement queries <input checked="" type="checkbox"/> Sexual offender database queries <input checked="" type="checkbox"/> Public database queries <input checked="" type="checkbox"/> State criminal/civil queries <input type="checkbox"/> Driver's license records (as applicable to the position)	<input type="checkbox"/> Professional/Character References <input type="checkbox"/> Neighborhood Canvass <input type="checkbox"/> Drug screening <input type="checkbox"/> Education and Professional License Verification <input type="checkbox"/> Employment Verification & Reference <input type="checkbox"/> Credit Report / Civil Litigation
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I further understand that the results of this investigation will be forwarded to City of Kaukauna and that agents of DIVERSIFIED investigations, llc will not discuss the findings of the investigation with anyone other than appropriate members of the City of Kaukauna staff. I understand that this background investigation will not be used for any purpose other than assessing my suitability for the position for which I have applied/volunteered/am employed.

Therefore, I do hereby grant permission to City of Kaukauna, and DIVERSIFIED investigations, llc, to conduct a due diligence background investigation. All information is subject to the Fair Credit Reporting Act (FCRA--see [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore)).

**\*\* NOTE:** I understand that this consent is revocable by providing written notice to both DIVERSIFIED investigations, llc and City of Kaukauna.

### TO BE COMPLETED BY APPLICANT

The Following Information Is for Identification and Investigative Purposes Only.  
 Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.

Last Name																									
First Name																									
Middle Name																									
Current Address																							Apt.#		
City																			State	Zip					
Social Security Number											Phone			-			-								
Date of Birth											Sex: (circle one) Male / Female														
Driver's License No.																			State						
Other Last Names Used (Include Maiden Names)																									
Email Address																									
<b>LIST EVERY CITY AND STATE YOU HAVE EVER LIVED and the Month/Year you began living there</b>	STATE CODE	CITY	MO/YR													STATE CODE	CITY	MO/YR	<b>ADD EXTRA PAGES, AS NEEDED</b>						
<b>Please check one of the following ethnic categories:</b>																									
White (Not of Hispanic Origin)						Black (Not of Hispanic Origin)						Asian or Pacific Islander													
Hispanic						American Indian or Alaskan Native						I do not wish to answer													
Have you ever been convicted <b>OR</b> do you have any charges pending? You must include traffic and local ordinance citations (Provide answer on right). You are required to include convictions that have been EXPUNGED. If YES, list charge(s) and year below.																		<input type="checkbox"/> <b>YES*</b> <input type="checkbox"/> <b>NO</b> *Does not automatically bar you from employment/volunteering							
Charge				Year				Charge				Year													

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**My consent will remain in force for a period no longer than a year from the date this document is signed.**