# CITY OF GERMANTOWN

1930 South Germantown Road, Germantown, TN 38138
Phone: (901) 757-7250 - Fax: (901) 751-7550

PRE-EMPLOYMENT BACKGROUND INVESTIGATION CONSENT FORM

The undersigned, referred to as "Applicant," hereby authorizes the City of Germantown either directly or through its agent to investigate Applicant's background. This may include information as to character, financial responsibility, criminal and/or civil records. Records from public and private sources may be reviewed concerning criminal history, civil court cases, credit history and references. Applicant acknowledges that a fax or photographic copy shall be as valid as the original. Applicant further understands that a complete disclosure of the nature and scope of this investigation may be obtained by a written request received within ninety days.

This information below is required to obtain requested records and must be completed by all Applicants. The City of Germantown requests this information for the sole purpose of facilitating the investigation of Applicant. Certain information provided herein by Applicant will not be considered or used by the City of Germantown in determining whether Applicant will be accepted as an employee. This information is denoted below by an asterisk (*). Please **PRINT CLEARLY** all information below.

Last Name First Middle

Other Names Used

Current Address City/State/Zip How Long?

Previous Address City/ State/Zip How Long?

Date of Birth (required)* ◯ Male ◯ Female Social Security Number

Driver's License Number Issuing State Expiration

I hereby authorize, without reservation, any law enforcement agency, company, institution, credit bureau, or references contacted by the City of Germantown or its agent, to furnish the information described above.

☐ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above terms.

Applicant Signature/Full Name: _____ Date: _____