



# SECURITY BACKGROUND QUESTIONNAIRE

The information you provide below will assist the Court in determining eligibility for employment. It is your responsibility to complete this form in its entirety and to answer every question. **There must be no blank spaces.** If the question does not apply to you, write in "D.N.A".

Arrests and convictions are not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected. In fact, the number one reason individuals "fail" a background investigation is because they deliberately withhold or misrepresent information. You are responsible for providing complete, accurate, and truthful responses.

Date of Application: \_\_\_\_\_ Position Title Offered: \_\_\_\_\_

Legal Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

By what other names have you been known? (maiden name, aliases, nicknames, etc.) \_\_\_\_\_

Residence Address: \_\_\_\_\_ Telephone number \_\_\_\_\_

Mailing Address: (If Different From Residence Address) \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

ID/Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

1. I am authorized to work in the United States and will not need a sponsorship now or in the future from the Superior Court.  
Yes \_\_\_\_\_ No \_\_\_\_\_

2. I have a work permit with an expiration date: \_\_\_\_\_ NA

3. Have you ever been arrested for a crime?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to the above question is **yes**, list the information requested below.

Date	Charge	Detaining or Arresting Agency	Penalty
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- 1.
- 2.
- 3.

Write a detailed narrative account of each incident listed above, beginning with the most recent case.

4. Have you ever been convicted of a misdemeanor or felony as an adult?

**Note: You must disclose all convictions regardless of date or status of the conviction. Failure to disclose a conviction will result in disqualification from employment.**

Yes \_\_\_\_\_ No \_\_\_\_\_



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Applicant's Initial \_\_\_\_\_ Date \_\_\_\_\_

If the answer to the above question is **yes**, list the information requested below. Use page 2 if necessary.

Date	Charge	Detaining or Arresting Agency	Penalty
1.			
2.			
3.			

Write a detailed narrative account of each incident listed above, beginning with the most recent case. (*Conviction records are not necessarily disqualifying. Each case is considered individually in relation to the position.*)

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I certify that all statements made on this questionnaire are true and complete to the best of my knowledge. I understand that any misstatement or omission of material fact regarding my background information may subject me to disqualification or dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Human Resources Division Use Only

Authorization to hire: Yes   
No

Comment: \_\_\_\_\_ Signature \_\_\_\_\_