

**CITY OF RALEIGH PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT  
INVESTIGATIVE BACKGROUND CHECK PART TIME APPLICANT FORM**

**TO BE COMPLETED BY APPLICANT'S SUPERVISOR (PLEASE PRINT)**

Supervisor Name: \_\_\_\_\_ Position of Applicant: \_\_\_\_\_

Program or Sport: \_\_\_\_\_ Work Location: \_\_\_\_\_

Briefly describe duties & responsibilities (include % time contact with children, % time supervisory role over participants; % time unsupervised by FT staff; other major duties & responsibilities): \_\_\_\_\_

Check One:  Paid  Volunteer Drive City/Personal Vehicle:  Yes  No Handling City Funds:  Yes  No

Full Legal Name: \_\_\_\_\_  
Last First Full Middle Maiden

Driver's License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Home or Cell Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female Race: \_\_\_\_\_

**Social Security Request and Statement of Purpose:** To comply with the Confidential Records Law, your Social Security number is requested because you are being considered for employment or volunteer placement with the City of Raleigh Parks, Recreation, and Cultural Resources Department. The Social Security number is required to process a criminal background investigation. *If you have lived outside of North Carolina within the last 10 years, you must provide your full 9-digit Social Security number.*

**Social Security Number :** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Address History:** Please provide **10 FULL YEARS** of addresses below: (Do not list post office boxes)

**Current Address:** \_\_\_\_\_  
Street Address City State Length of Time at this Residence \_\_\_\_\_ years \_\_\_\_\_ months

**Previous Address:** \_\_\_\_\_  
Street Address City State Length of Time at this Residence \_\_\_\_\_ years \_\_\_\_\_ months

**Previous Address:** \_\_\_\_\_  
Street Address City State Length of Time at this Residence \_\_\_\_\_ years \_\_\_\_\_ months

**Previous Address:** \_\_\_\_\_  
Street Address City State Length of Time at this Residence \_\_\_\_\_ years \_\_\_\_\_ months

**Have you ever served time in prison? Note: A "yes" response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered.**  Yes  No

**Have you ever been convicted of a felony? Note: A "yes" response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered.**  Yes  No

**If you answered "Yes" to any of the above questions, please explain the circumstances:** \_\_\_\_\_

**AUTHORIZATION FOR BACKGROUND CHECK:**

I hereby certify, by my original signature below, that the information I have provided is accurate and true to the best of my knowledge and I authorize the City of Raleigh to conduct a Criminal, Department of Corrections, and Sex Offender Registry check on my background prior to being employed or volunteering with the Parks, Recreation, and Cultural Resources Department and I understand that passing all three checks is a condition of my employment or volunteer placement. I understand that providing false statements or falsification of information will result in disqualification of employment. I understand that the City will routinely perform background checks during the period of employment or serving as a volunteer. Information found and not previously disclosed by me, or information made available which was previously not disclosed, will be used by the City as part of the determination of my eligibility to continue in my capacity with the City. I have read and understand these requirements.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY 608 BUSINESS OFFICE STAFF**

<u>AOC Check</u>	<u>NSOR Check</u>	<u>NCDOJ Check</u>	<u>NC DOC Check</u>	<u>Out of State Check</u>	<u>Previous Results</u>
___ No Record	___ Negative	___ Negative	___ No Record	___ State(s)	___ Cleared ___ Cleared w Stipulations
___ Record Attached	___ Positive	___ Positive	___ Record Attached	___ Reviewed by:	___ Denied _____ Date
Checks Completed by:	Initials	Date		Reviewed by:	Initials Date