

# Changes in the Background Investigation Process and Authorization Form

## CHANGES TO BACKGROUND INVESTIGATION PROCESS

- **Effective, July 1, 2012, the processing of background investigations for new hire candidates/lateral transfers, etc., began online.**
- Candidates selected for a position and who require a background investigation will receive an email from the Human Resources/Civil Service Department, which will contain a web-link to our vendor. **The email addressed used by the HR Department is taken from the online application in iRecruitment.**
- Upon clicking the web link, the candidate will be transferred to a **secure web site** to enter the personal information required for the investigation report.
- **In order to enter the website, the candidate must enter his/her name exactly as it appears on the online employment application submitted online via iRecruitment.**
- The candidate will be provided with: a) information required by the Federal Trade Commission, b) information regarding the process itself, and c) the opportunity to print this information.
- **Testing of this process has resulted in a faster turn-around-time for background check results to the County.**

## CHANGES TO BACKGROUND AUTHORIZATION FORM

- A new [Background Investigation Authorization Form](#) has been developed and placed on the Human Resources/Civil Service web page **for immediate use (also Attached).**
- The revised form contains approved wording from the Civil Section of the District Attorney's Office and is easier to read and understand.
- The new form may be completed online then printed on a local printer and/or saved to a local drive.

**PLEASE DESTROY ALL PRIOR VERSIONS OF THE BACKGROUND INVESTIGATION/AUTHORIZATION FORM CURRENTLY IN USE.**

To access the form, visit the [Human Resources/Civil Service Department Home Page](#) for additional information, and then click on the link for **Forms**.

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