



## BACKGROUND INVESTIGATION

## INFORMATION SHEET

# background

### OVERVIEW

Congratulations on proceeding to the next step in the Anne Arundel County Fire Department hiring process. As a part of determining your suitability to become a firefighter, a background investigation will be conducted.

During this background investigation, your previous employers will be interviewed, references will be checked, your criminal history will be reviewed, and the background investigator will interview you. Your driving, academic and related history will also be examined. This information will be evaluated when determining the candidates to be chosen for conditional offers of employment.

### YOUR RESPONSIBILITY

It is your responsibility as a candidate to complete the following steps:

1. You will be contacted by Personnel via email to complete an online document regarding your history. In this email letter, instructions will be included in how to complete the on-line submission.
2. You will be responsible for downloading, printing and completing the Anne Arundel County Fire Department's Background Book. The book can be downloaded by double-clicking on [http://www.aacounty.org/Personnel/Resources/Fire\\_Background\\_Book.pdf](http://www.aacounty.org/Personnel/Resources/Fire_Background_Book.pdf). The Background Book must be completed in its entirety. Instructions on completing the Background Book are on Page 2 of the Book.
3. You will be responsible for acquiring and submitting certain documents to be a part of your background file. These documents must be delivered to the Background Investigation Group as soon as possible. The following documents are required:

1. **High School Diploma, College Diploma and College Transcripts**
  - High school transcripts will suffice in place of high school diploma.
  - Certified copies of these documents may be sent directly to the Background Investigation Group at the address listed below.
2. **Military Discharge (DD-214)**
3. **Selective Service Registration**
  - Males born after 1/1/1960 are required to register with Selective Service. If you need to obtain documentation, you can contact them at 1-847-688-6888 or on the Internet at <http://www.sss.gov>.
4. **Court—approved name changes**
5. **Naturalization papers**
6. **Driving Record**
  - A Certified copy of your complete driving record including probation before judgment (PBJ) record. (PBJ not available in all states)
7. **Copy of your Birth Certificate**

### DISQUALIFICATIONS

It is also important to inform you that

- If you have been convicted of a felony that has not been legally expunged, you will not be able to continue in the process, and
- If you knowingly misrepresented material of fact, you will be rejected before appointment or dismissed from the Department after appointment.
- ◆ During your background investigation, you will be given deadlines for submission of documents. It is imperative to complete submissions by the given deadlines and your failure to do so could compromise a successful completion of your investigation.

### QUESTIONS

If you have any questions during the process, you can contact the Background Investigation Group at the phone number below.

Anne Arundel County Fire Marshal Division, Background Investigation Group  
2660 Riva Road, Suite 290 • Annapolis, Maryland 21401 • P.O. Box 6675  
Phone 410-222-7884 • TDD 410-222-8747