



BACKGROUND INVESTIGATION

INFORMATION SHEET

OVERVIEW

As a part of determining your suitability to become a firefighter, a background investigation will be conducted.

The background investigation will include the following: interview of prior employers, reference checks, criminal history check, review of driving record, academic background, and a candidate interview. 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 the Office of Personnel via email with instructions for completing and submitting your personal history statement for your background investigation.
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 www.aacounty.org/fire. Click Employment. The book can be found under Career Resources. The Background Book must be completed in its entirety. See Page 3 of the booklet for instructions. **The completed book must be turned into the Office of Personnel at the time of your oral interview. Failure to bring the completed book to the interview will remove you from the hiring process.**
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 by the established deadline. The following documents are required:

1. **High School Diploma, College Diploma and College Transcripts**
 - High school transcripts will suffice in place of a 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. You can contact them at 1-847-688-6888 or at <https://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 may not be able to continue in the process, and

- If you knowingly misrepresented any material 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. Failure to provide required documentation by given deadline will compromise a successful completion of your investigation and may result in disqualification.

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