

**Background Investigation Policy (“Policy”)  
August 1, 2018**

1. **Overview.** This Policy establishes standards, processes, and procedures for Background Investigations conducted by the Office on prospective and current Information Technology staff, including employees, Vendor Personnel, or other Information Technology staff of or performing work for the Office or Participating Agencies.
2. **Purpose.** The Office provides Information Technology Services to other Governmental Entities across the State of Iowa that permit its agents to obtain access to confidential and sensitive information and other critical infrastructure belonging to such Governmental Entities. In addition, the Office is generally charged with overseeing the management and staffing decisions of Participating Agencies as it relates to Information Technology Staff. Iowa Code § 8B.4(3). Background Investigations ensure that individuals providing Information Technology Services across the State who do or who may potentially have access to such confidential or sensitive information or infrastructure meet certain minimum qualifications designed to safeguard and protect the confidentiality, integrity, and availability of such information and infrastructure.

In addition, an increasing number of security and privacy laws, rules, regulations, and policies require Background Investigations on Information Technology staff. For example:

- 2.1. Internal Revenue Service (“**IRS**”) Publication 1075 requires that “state and local agencies . . . establish a personnel security program that ensures a background investigation is completed at the appropriate level for any individual who will have access to [Federal Tax Information],” and establishes minimum requirements applicable to such security program. See IRS Publication 1075, § 5.1.1 *available at* <https://www.irs.gov/pub/irs-pdf/p1075.pdf>.
- 2.2. Pursuant to the REAL ID Act of 2005 “States are required to subject persons who . . . have the ability to affect the identity information that appears on the driver's license or identification card, [including] current employees [or contractors] who will be assigned to such positions . . . to a background check. The background check must include, at a minimum, the validation of references from prior employment, a name-based and fingerprint-based criminal history records check, and employment eligibility verification otherwise required by law.” 6 CFR 37.45.

In 2018, recognizing the need for such Background Investigations for Information Technology staff, the Iowa Legislature passed H.F. 637, § 2 (to be codified at Iowa Code § 8B.4A (2019)), which provides:

An applicant for employment with the office, or an applicant for employment with a participating agency for a position as information technology staff, may be subject to a background investigation by the office. The background investigation may include, without limitation, a work history, financial review, request for criminal history data, and national criminal history check through the federal bureau of investigation. In addition, a contractor, vendor, employee, or any other individual performing work for the office, or an individual on the information technology staff of a participating agency, may be subject to a national criminal history check through the federal bureau of investigation at least once every ten years, including, without limitation, any time the office or participating agency has reason to believe an individual has been convicted of a crime. The office may request the national criminal history and, if requested, and shall provide the individual's fingerprints to the department of public safety for submission through the state criminal history repository to the federal bureau of investigation. The individual shall authorize release of the results of the national criminal history check to the office and the applicable participating agency. The office shall pay the actual cost of the fingerprinting and national criminal history check, if any, unless otherwise agreed as part of a contract between the office or participating agency and a vendor or contractor performing work for the office or participating agency. The results of a criminal history check conducted pursuant to this section shall not be considered a public record under chapter 22.

In addition, pursuant to Iowa Code § 8B.4(2) “[f]or employees of the office, employment shall be consistent with chapter 8A, subchapter IV.” Pursuant to Iowa Code section 8A.413(4), the Iowa Department of Administrative Services (“**Department**”) is directed to adopt rules “[f]or examinations to determine the relative fitness of applicants for employment.” Consistent with this mandate, the Department has adopted the following relevant rule:

*Background checks.* Background checks and investigations, including, but not limited to, checks of arrest or conviction records, fingerprint records, driving records, financial or credit records, and child or dependent adult abuse records, constitute an examination or test within the meaning of this subrule and Iowa Code chapter 8A. Confidential documents provided to the director by other agencies in conjunction with the administration of this rule shall continue to be maintained in the documents' confidential status. The director is subject to the same policies and penalties regarding the confidentiality of the documents as any employee of the agency providing the documents. Background checks shall be conducted only after receiving approval from the director concerning the areas to be checked and the

standards to be applied in evaluating the information gathered. Background checks are subject to the following limitations and requirements:

- a. Arrest record information, unless otherwise required by law, shall not be considered in the selection of persons for employment unless expressly authorized by the director.
- b. The appointing authority shall notify the director of each job class or position that requires applicants to undergo any type of background check. The notification shall document the clear business necessity for the background check and the job relatedness of each topic covered in the inquiry.
- c. The appointing authority shall provide a statement that shall be presented to each applicant who is to be investigated under this subrule. This statement shall inform the applicant that the applicant is subject to a background check as a condition of employment and the topics to be covered in the background check. It shall also inform the applicant that all information gathered will be treated as confidential within the meaning of Iowa Code section 22.7, but that all such information gathered shall be available to the applicant upon request through the agency authorized to release such information, unless otherwise specifically provided by law. The statement shall be signed and dated by the applicant and shall include authorization from the applicant for the appointing authority to conduct the background check as part of the application and selection process.

Iowa Admin. Code r. 11—54.3(3).

Accordingly and in light of the foregoing, this Policy establishes standards, processes, and procedures for Background Investigations conducted by the Office on prospective and current Information Technology staff, including employees, Vendor Personnel, or other Information Technology staff of or performing work for the Office or Participating Agencies, consistent with the purposes and in accordance with the requirements and limitations outlined above.

### **3. Scope/Application.**

- 3.1. This Policy applies to all Information Technology staff, including employees, Vendor Personnel, or other Information Technology staff of the Office; provided that, as it relates to Vendor Personnel, the requirements of this Policy may be shifted to a Vendor as part of a contract or agreement for Information Technology.
- 3.2. The Office may, at the request of a Participating Agency and in the Office's sole discretion, perform a Background Investigation on Information Technology staff, including employees, Vendor Contractors, or other Information Technology staff, of a Participating Agency on behalf of a Participating Agency in accordance with H.F.

637, § 2 (to be codified at Iowa Code § 8B.4A (2019)) and this Policy; provided, that the Participating Agency will be solely responsible for developing its own standards and minimum qualifications against which to adjudicate the results of any such Background Investigation, and for reimbursing the Office for the actual cost of such Background Investigation.

**4. Definitions.** Capitalized terms not defined herein shall have the same meaning as the corresponding defined term in the following sources, as may be amended from time to time, in the following priority order: Iowa Code chapter 8B; Iowa Administrative Code chapter 129; and the Information Technology Governance Document Taxonomy (“**Taxonomy**”). In addition to any other terms specifically defined elsewhere in this Policy, select terms used in this Policy are defined as follows:

4.1. “**Affected Job Classes or Positions**” shall mean those State-employee positions that fall within a classification set forth in Appendix A for which an applicant applies or that an incumbent occupies. Where a specific level within a classification is not identified, all levels of the classification shall be affected (e.g., for “Information Technology Specialist,” the affected job classes are all levels of the Information Technology Specialist Category, including Information Technology Specialist 1, 2, 3, 4, and 5).

4.2. “**Background Investigation**” means an investigation of an individual, including the specific components identified in Section 5.2, below, to ascertain the nature of their background and whether they satisfy the minimum standards designed to safeguard and protect confidential or sensitive information and infrastructure belonging to Governmental Entities in the State of Iowa.

**5. Background Investigation Policy.**

5.1. *Circumstances under which conducted.* The Office will conduct a Background Investigation in accordance with Section 5.2, below, under the following conditions:

5.1.1. After a conditional offer of employment has been made for an Affected Job Class or Position. With respect to new hires, a Background Investigation may only be conducted on an applicant who has been made a conditional offer of employment, and may not be conducted on applicants at any other stage of the hiring process.

5.1.2. When a promotional offer has been made for an Affected Job Class or Position.

5.1.3. No later than upon the expiration of ten (10) year(s) from the date of an individual within an Affected Job Class or Position’s most recent Background Investigation.

- 5.1.4. At the outset of an engagement where Vendor Personnel performing work for the Office are permitted access to or may have access to confidential or sensitive information or infrastructure, and no later than upon the expiration of ten (10) year(s) from the date of any such Vendor Personnel's most recent Background Investigation.
  - 5.1.5. When the Office receives an employee as the "Receiving Agency" pursuant to an employee-sharing agreement under Iowa Code chapter 28D, where such employee will be permitted access to or may have access to confidential or sensitive information or infrastructure in the course of performing their job duties.
- 5.2. *Background Investigation Components.*
- 5.2.1. Validation of References from Prior Employment. With respect to new hires in Affected Job Classes or Positions only, the Office shall contact any prior employers identified by the applicant to confirm employment in the identified capacity and for the identified period of time, and to inquire into any other matters relevant to the employment decision, such as why the applicant left the previous employment. The Office recognizes that some employers will only verify employment and the dates of employment, but will conduct a diligent and respectful inquiry.
  - 5.2.2. Criminal History Records Check. With respect to all individuals identified in and under the circumstances set forth in Section 5.1, the Office shall conduct the following Criminal History Records Checks:
    - 5.2.2.1. National. A National Criminal History Records Check through the Federal Bureau of Investigation ("FBI") as facilitated by the Iowa Department of Criminal Investigation ("DCI"). This is a name-based and fingerprint-based criminal history records check using the FBI's National Crime Information Center ("NCIC") and the Integrated Automated Fingerprint Identification ("IAFIS") database and state repository records to determine if a criminal history exists at a national level.
    - 5.2.2.2. State. A Single Contact License & Background Check ("SING") through the Iowa Division of Criminal Investigation. See <https://www.iowaonline.state.ia.us/SING/>. This is a name-based Criminal History Records Check to determine if a criminal history exists within the State of Iowa.

5.2.2.3. Local. A Criminal History Records Check with local law enforcement agencies where the applicant lived, worked, and/or attended school within the previous five (5) years.

5.2.3. Employment verification/E-Verify. With respect to new hires in Affected Job Classes or Positions only, the Office must complete Form I-9 to document verification of the identity and employment authorization of each new employee hired after November 16, 1986, to work in the United States. Within 3 days of completion, any new employee must also be processed through E-Verify to assist with verification of his/her status and the documents provided with Form I-9.

### 5.3. *Results of Background Investigations.*

5.3.1. Results of Validation of References from Prior Employment. With respect to the results of Validation-of-Reference Checks conducted on new hires in Affected Job Classes or Positions, the Office will consider all of the facts gleaned as part of such checks in determining whether to withdraw a conditional offer of employment, including the accuracy of any information provided by the applicant regarding prior employment and/or the reasons for or circumstances surrounding the applicant's departure from any previous employment.

### 5.3.2. Results of Criminal History Check.

5.3.2.1. Disqualifying Offenses under the Real ID ACT. Solely in the case of persons who have the ability to affect the identity information that appears on a driver's license or identification card, including prospective or current employees or Vendor Personnel, such individuals shall be disqualified from such positions/engagements<sup>1</sup> in accordance with 6 C.F.R. 37.45:

5.3.2.1.1. *Permanent disqualifying criminal offenses*. An individual has a permanent disqualifying offense if convicted, or found not guilty by reason of insanity, in a civilian or military jurisdiction, of any of the

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<sup>1</sup>In the event a current employee on which a Background Investigation is conducted is disqualified for a position pursuant to Section 5.3.2.1, the Office shall make an effort to appoint them to a position that does not require compliance with Section 5.3.2.1, to the extent such position is available; provided that an individualized assessment conducted pursuant to Section 5.3.2.2 does not otherwise disqualify the employee from continued service. A current employee who is disqualified for a position pursuant to Section 5.3.2.1, and for whom there is no other available position or who fails an an individualized assessment of conducted pursuant to Section 5.3.2.2, shall be "immediately removed from the payroll for failure to maintain . . . background or records requirements" in accordance with Iowa Admin. Code r. 11--60.2(5).

felonies set forth in 49 C.F.R 1572.103(a). These felonies are:

- 5.3.2.1.1.1. Espionage or conspiracy to commit espionage.
- 5.3.2.1.1.2. Sedition or conspiracy to commit sedition.
- 5.3.2.1.1.3. Treason or conspiracy to commit treason.
- 5.3.2.1.1.4. A federal crime of terrorism as defined in 18 U.S.C. 2332b(g), or comparable state law, or conspiracy to commit such crime.
- 5.3.2.1.1.5. A crime involving a transportation security incident. A transportation security incident is a security incident resulting in a significant loss of life, environmental damage, transportation system disruption, or economic disruption in a particular area, as defined in 46 U.S.C. 70101. The term "economic disruption" does not include a work stoppage or other employee-related action not related to terrorism and resulting from an employer-employee dispute.
- 5.3.2.1.1.6. Improper transportation of a hazardous material under 49 U.S.C. 5124 or a state law that is comparable.
- 5.3.2.1.1.7. Unlawful possession, use, sale, distribution, manufacture, purchase, receipt, transfer, shipping, transporting, import, export, storage of, or dealing in an explosive or explosive device. An explosive or explosive device includes, but is not limited to, an explosive or explosive material as defined in 18 U.S.C.

232(5), 841(c) through 841(f), and 844(j); and a destructive device, as defined in 18 U.S.C. 921(a)(4) and 26 U.S.C. 5845(f).

5.3.2.1.1.8. Murder.

5.3.2.1.1.9. Making any threat, or maliciously conveying false information knowing the same to be false, concerning the deliverance, placement, or detonation of an explosive or other lethal device in or against a place of public use, a state or government facility, a public transportation system, or an infrastructure facility.

5.3.2.1.1.10. Violations of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. 1961, et seq., or a comparable state law, where one of the predicate acts found by a jury or admitted by the defendant, consists of one of the crimes listed in Section IV.C.1.a of this Policy.

5.3.2.1.1.11. Attempt to commit the crimes in Sections 5.3.2.1.1.1 to 5.3.2.1.1.4 of this Policy.

5.3.2.1.1.12. Conspiracy or attempt to commit the crimes in Sections 5.3.2.1.1.5 to 5.3.2.1.1.12 of this Policy.

5.3.2.1.2. *Interim disqualifying criminal offenses.* The felonies listed in 49 C.F.R 1572.103(b) are disqualifying if the individual was either convicted of those offenses in a civilian or military jurisdiction, or admits having committed acts which constitute the essential elements of any of those criminal offenses within the 7 years preceding the expected date of employment or the start of the engagement; or the individual was released from incarceration for the crime within the 5 years preceding the expected



date of employment or start of the engagement.  
The interim disqualifying offenses are:

- 5.3.2.1.2.1. Unlawful possession, use, sale, manufacture, purchase, distribution, receipt, transfer, shipping, transporting, delivery, import, export of, or dealing in a firearm or other weapon. A firearm or other weapon includes, but is not limited to, firearms as defined in 18 U.S.C. 921(a)(3) or 26 U.S.C. 5845(a), or items contained on the U.S. Munitions Import List at 27 C.F.R. 447.21.
- 5.3.2.1.2.2. Extortion.
- 5.3.2.1.2.3. Dishonesty, fraud, or misrepresentation, including identity fraud and money laundering where the money laundering is related to a crime described in Sections 5.3.2.1.2.1 or 5.3.2.1.2.2 of this Policy. Welfare fraud and passing bad checks do not constitute dishonesty, fraud, or misrepresentation for purposes of this paragraph.
- 5.3.2.1.2.4. Bribery.
- 5.3.2.1.2.5. Smuggling.
- 5.3.2.1.2.6. Immigration violations.
- 5.3.2.1.2.7. Distribution of, possession with intent to distribute, or importation of a controlled substance.
- 5.3.2.1.2.8. Arson.
- 5.3.2.1.2.9. Kidnapping or taking a hostage.
- 5.3.2.1.2.10. Rape or aggravated sexual abuse.

- 5.3.2.1.2.11. Assault with intent to kill.
- 5.3.2.1.2.12. Robbery.
- 5.3.2.1.2.13. Fraudulent entry into a seaport as described in 18 U.S.C. 1036 or a comparable state law.
- 5.3.2.1.2.14. Violations of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. 1961, et seq., or a comparable state law, other than the violations listed in Section 5.3.2.1.2.10 of this Policy.
- 5.3.2.1.2.15. Conspiracy or attempt to commit the crimes described in Sections 5.3.2.1.2.1 to 5.3.2.1.2.15 of this Policy.

5.3.2.1.3. Under want, warrant, or indictment. An individual who is wanted or under indictment in any civilian or military jurisdiction for a disqualifying crime is disqualified until the want or warrant is released or the indictment is dismissed.

5.3.2.2. Individualized Assessment. For all other convictions, the Office shall review the conviction(s) and any additional information provided by the individual in accordance with Section 5.4, below. Hiring, retention, or other engagement decisions will be determined on a case-by-case basis taking into consideration:

- 5.3.2.2.1. The nature of the conviction.
- 5.3.2.2.2. The length of time between the conviction and the employment decision.
- 5.3.2.2.3. The number of offenses.
- 5.3.2.2.4. The relatedness of the conviction to the duties and responsibilities of the position.
- 5.3.2.2.5. The individual's past efforts at rehabilitation.
- 5.3.2.2.6. The accuracy of the information that the applicant provided on the employment application.

Absent exigent circumstance, individuals convicted of crimes involving dishonesty, financial crimes, and crimes involving the misuse of confidential information will generally be disqualified from employment or other engagements by the Office.

5.3.2.3. Arrest Records. Arrest record information shall not be considered in determining whether Criminal History Records should adversely affect an individual. Provided, however, when a Criminal History Records Check discloses an arrest for a disqualifying offense set forth in Section 5.3.2.1 without indicating a disposition, the disposition of the arrest must be determined. If, despite reasonable and diligent efforts, the disposition cannot be determined the individual may be disqualified unless they provide a certified statement from an appropriate custodian of records in the judicial branch of the jurisdiction of arrest that no record of conviction for the offense exists.

5.3.3. Employment Verification/E-Verify. With respect to new hires in Affected Job Classes or Positions only:

5.3.3.1. I-9 Form. The Office must complete Form I-9 to document verification of the identity and employment authorization of each new employee hired after November 16, 1986, to work in the United States.

5.3.3.2. Within 3 days of the employee beginning a new position, the employee must be processed through E-Verify to assist with verification of his/her status and the documents provided with Form I-9. An E-Verify check may only be conducted after an employee has been offered and accepted a job, and completed the Form I-9. It may only be conducted on new employees, as opposed to current employees, and must be conducted on all new employees, as opposed to used selectively.

5.4. *Notice of Adverse Decision, Opportunity to Provide Additional Information, Right to Contest the Results.*

5.4.1. As it relates to a prospective or current employee:

5.4.1.1. If the Office determines that information obtained related to a Background Investigation will result in any adverse action, such as withdrawal of a contingent offer of employment, denial of a promotion, reassignment, termination, or otherwise disqualifies

an individual from participating in an engagement, the Office shall provide the individual with notice of both the fact of the adverse decision and of their rights as it relates to the basis of the adverse decision.<sup>2</sup>

5.4.1.2. The Office will provide the individual with an opportunity to supply it with additional information to correct or provide additional context as it relates to the results of the Background Investigation and to demonstrate that the information should not result in the adverse decision.

5.4.1.3. In addition, prior to taking any final action and solely to the extent required by applicable law, the Office will permit the individual to participate in any legally available process to contest the results of any Background Investigation.

5.4.1.4. To the extent permitted by applicable law, regulation, rule, or policy,<sup>3</sup> a copy of all information obtained from the Background Investigation will be provided to an adversely affected individual upon written request. The individual's request must contain a mailing address where the information is to be sent.

5.4.2. As it relates to Vendor Personnel: If the Office determines that information obtained related to a Background Investigations conducted on Vendor Personnel should disqualify Vendor Personnel from participating in a particular engagement, the Office shall provide notice to the Vendor and demand removal of the individual under any right-to-remove-individuals provision or other similar provision of the applicable contract or agreement.

## 5.5. *Notification.*

5.5.1. When Notice Required. With respect to new hires, the Office will inform all prospective employees that they will be subject to a Background Investigation in three phases:

5.5.1.1. Job posting: The posted job description requesting applications shall state that applicants will be subject to a Background Investigation as a condition of employment.

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<sup>2</sup>For example, see <https://www.uscis.gov/sites/default/files/files/nativedocuments/e-ver-employee-rights.pdf> for a copy of an individual's rights with respect to E-Verify.

<sup>3</sup>For example, DCI policy restricts the Office from providing the results of a National Criminal History Records Check to an individual; thus, the individual must request the results from the FBI directly if desired.

- 5.5.1.2. Interview: Applicants shall be informed orally of the Background Investigation requirement at the time of interview.
- 5.5.1.3. Conditional letters of employment: Applicants offered conditional employment will receive a letter indicating that employment is contingent upon a Background Investigation.
- 5.5.2. Contents of Notice. The contents of each notice required above shall clearly inform applicants in terms substantially similar those set forth below, that:
  - 5.5.2.1. Any offer of employment is contingent on the successful completion of a Background Investigation, which shall include, specifically:
    - 5.5.2.1.1. A validation of the applicant's references from prior employment.
    - 5.5.2.1.2. A national, state-level, and local Criminal History Records Check, which will be a combination of name-based and fingerprint based Criminal History Records Checks;
    - 5.5.2.1.3. An Employment Verification/E-verify Check.
- 5.6. *Continued Employment.* With respect to current employees, at any time as requested by the Office, current employees will be required to sign a Background Investigation authorization form, as a condition of continued employment. Refusal of an Employee to agree to sign a Background Investigation authorization form may result in discipline, up to and including discharge.
- 5.7. *Confidentiality.* Except as otherwise set forth herein, the results of Background Investigations shall be treated as confidential, and are generally exempt from public disclosure under Iowa Code sections 22.7 and 8B.4A.
- 5.8. *Authorization Forms.* The Office must receive appropriate authorization forms signed by an individual before conducting a Background Investigation. Such authorization forms include, but are not limited to:
  - 5.8.1. Appendix B -- Waiver Agreement and Statement for National Criminal History Record Checks as authorized by state legislation or federal statute (DCI-45);
  - 5.8.2. Appendix C -- State of Iowa History Record Check Request Form (DCI-77);
  - 5.8.3. Appendix D -- an I-9 form.

- 5.9. *Retention.* All Background Investigation results will be kept in a locked filing cabinet for a period in accordance with applicable State records-retention schedules and other applicable laws, rules, and regulations. Background Investigation results shall not be converted to or otherwise stored in an electronic format.

**IN WITNESS WHEREOF**, the CIO has caused the CIO's duly authorized representative to execute this Policy, which is effective as of the date of signature below.

Director & Chief Information Officer  
Office of the Chief Information Officer

Approved pursuant to 11 IAC 54.3(3)  
/s/ Janet E. Phipps  
08/02/2018

<b>Office of the Chief Information Officer</b>	
<b>Classification</b>	<b>Business necessity for background check of this classification:</b>
INFO TECH SUPPORT WORKER 3	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH SUPPORT WORKER 4	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH SPECIALIST 5	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH ADMIN 3	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH ADMIN 4	Access to areas that contain information or items sensitive in nature to agencies
TECHNOLOGY ACCOUNT MANAGER	Access to areas that contain information or items sensitive in nature to agencies
PUBLIC SERVICE EXECUTIVE	Access to areas that contain information or items sensitive in nature to agencies
CHIEF INFORMATION OFFICER	Access to areas that contain information or items sensitive in nature to agencies
EXEC SECRETARY	Access to areas that contain information or items sensitive in nature to agencies
EXEC OFF 3	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH SPECIALIST 4	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH ADMIN 2	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH ENTERPRISE EXPERT	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH SPECIALIST 2	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH SPECIALIST 3	Access to areas that contain information or items sensitive in nature to agencies
INFO TECH ADMIN 1	Access to areas that contain information or items sensitive in nature to agencies
EXEC OFF 2	Access to areas that contain information or items sensitive in nature to agencies
MAIL CLERK 2	Access to areas that contain information or items sensitive in nature to agencies
ADMIN ASSISTANT 1	Access to areas that contain information or items sensitive in nature to agencies
ADMIN ASSISTANT 2	Access to areas that contain information or items sensitive in nature to agencies
BINDERY WORKER	Access to areas that contain information or items sensitive in nature to agencies
REPRODUCTION EQUIPMENT OPER	Access to areas that contain information or items sensitive in nature to agencies
PUBLIC SERVICE MANAGER 2	Access to areas that contain information or items sensitive in nature to agencies
ADMIN INTERN	Access to areas that contain information or items sensitive in nature to agencies
EXEC OFF 4	Access to areas that contain information or items sensitive in nature to agencies
SECRETARY 2	Access to areas that contain information or items sensitive in nature to agencies
ACCOUNTANT 3	Access to areas that contain information or items sensitive in nature to agencies

# AUTHORIZATION AND CONSENT FORM

## PLEASE READ CAREFULLY

We truly welcome your application with the Office of the Chief Information Officer of the State of Iowa (“OCIO”). You are applying for a position whose acceptance will place you in a category of recognized professionals. In pursuit of that excellence we require, as a condition of employment, that all applicants consent to and authorize a pre-employment and/or continued employment verification of their background, including information submitted on their application or resume. Information gathered as part of such background investigation will be treated as confidential to the extent permitted by Iowa Code section 22.7, 8B.4A, and other applicable laws, rules, and regulations; provided that, to the extent permitted by applicable law, such information shall be available to candidates upon request.

### APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that OCIO may now, or any time while I am employed/training, conduct a verification of my education, previous employment/work history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment/training eligibility under OCIO employment/training policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential employment/training, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

### I have read and understand this document, and I authorize the background verification.

I authorize persons, schools, current and former employers, and other organizations and Agencies utilized by OCIO as part of any background investigation process to provide OCIO with all information that may be requested. I agree that any copy of this document is as valid as the original. Pursuant to applicable law, I may be entitled to know if employment/training was denied based on information obtained by my prospective employer/training program and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

### CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

Applicant Last Name	First Name	Middle Name
List Other Names Used (MAIDEN NAME)	Date of Birth (For Identification only)	Social Security Number
Drivers License Number	State Drivers License Issued	Last Name on Drivers License
Current Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates

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

\_\_\_\_\_  
*Today's Date*

**<--RELEASE MUST BE SIGNED**



## **Model language for Job Postings**

Hiring managers must ensure the following language is included in all new job postings:

- After a conditional offer of employment has been made, and as the final step in the hiring process, candidates for this position will be subject to a background investigation, which may include but may not be limited to a verification of a candidate's education, previous employment/work history, contact of personal references, motor vehicle records, and a criminal history check (including through Federal, State, or Local criminal justice agencies).
- Information gathered as part of such background investigation will be treated as confidential to the extent permitted by Iowa Code section 22.7, 8B.4A, and other applicable laws, rules, and regulations; provided that, to the extent permitted by applicable law, such information shall be available to candidates upon request.