



## Background Inquiries

The Background Investigation Process begins upon successful passing of the testing process. You will be given instructions to complete your Personal History Statement (PHS), otherwise known as your background packet. Once you complete your PHS you will then be assigned a Background Investigator. The San José Park Ranger Program is committed to providing our community with the highest quality of employees. Our goal is to employ a work force comprised of individuals who represent the community we serve and who are committed to excellence and have the highest standard of ethics.

It is imperative that all information you provide is truthful and accurate. Omission of facts is considered to be untruthful. Any evidence of dishonesty or deliberate omission of factual information can be grounds for disqualification.

During your background inquiry you will also complete a polygraph examination and LiveScan fingerprinting.

Once your background inquiry is complete, it will then be reviewed by the hiring board for employment selection. Those selected will be given a conditional offer of employment contingent upon successfully passing the city medical exam and psychological assessment which determines your suitability to work as a peace officer. Applicants who successfully complete the city medical exam and psychological assessment will be given notice of their start day to begin the Academy.

If you have questions about the background investigation or PHS process, please call the Supervising Park Ranger Office at 408-794-6200.

### **A background inquiry can include but is not limited to the following:**

- Driving history
- Landlords
- Education transcripts
- Roommates
- Friends and family references
- Other acquaintances
- Current and past employers
- Immigration / Nationalization
- Credit
- Military
- Past relationships
- Polygraph Interview
- Criminal history both adult and juvenile