



CITY OF PEORIA
Pre-employment Background Screenings

This offer of employment is contingent on successfully passing the following two background screenings:

Validity Screening Solutions Background Screening

The City of Peoria has a contract with Validity Screening Solutions for pre-employment background screening services. Please visit the website below to submit your background screening information within three (3) calendar days from receipt of this acknowledgement.

https://www.ejobapp-validityscreening.com/applicant/companies/28361/accounts/40681/open_positions_list

Please call 866.256.0624 or email customercare@validityscreening.com with any technical support issues. If problems are not resolved within the 3 days, contact 623.773.7100.

Fingerprint Criminal History Records Check

Your fingerprints will be used to check the criminal history records of the Arizona Department of Public Safety (DPS) and the Federal Bureau of Investigations (FBI).

If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before officials deny you the job, license, or other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under Criminal History Summary Checks or by calling (304) 625-5590.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website (www.dps.gov).

I acknowledge my conditional job offer requires successful completion of the following:

Validity Screening Solutions Background Screening
Fingerprint Criminal History Records Check with the AZ DPS and FBI

Employee Name – PLEASE PRINT

Signature

Date

HR Rep. Name – PLEASE PRINT

Signature

Date