

ILLINOIS DEPARTMENT OF JUVENILE JUSTICE
Request for Background Investigation

Complete Investigation for: JJSI Employee Contractual/Paid Intern Volunteer/Unpaid Intern
 Name check only for: Outside Worker Occasional Volunteer Tour One Time Visit Other: _____

Subject: _____
Last Name (include all names known by) First Name Middle Initial

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

SSN: _____ **DOB:** _____ **Gender:** Female Male

Position Applied For: (if applicable) _____ **Location:** _____

Name of contractual company: (if applicable) _____

Requested by: _____
Print Name Title

_____ Location Name and Address

_____ Requestor's Signature Date

Checklist (Background investigation will not be completed without all required forms.)
Each type of document is required for complete background investigations unless otherwise specified.
Indicate below all the documents included with this request.

State Employee: CMS 100 DJJ 0031 DJJ 0035 DJJ 0037 DJJ 0469 CFS 689
Contractual/Paid Intern: DJJ 0031 DJJ 0033 DJJ 0035 DJJ 0037 DJJ 0469 CFS 689
Volunteer/Unpaid Intern: DJJ 0005 DJJ 0108 DJJ 0267 CFS 689

For completion by Background Investigations Unit

	Conducted	Not applicable	Reviewer's Initials	Date
Computer Criminal History Check	<input type="checkbox"/>	<input type="checkbox"/>		
Driver's License Check	<input type="checkbox"/>	<input type="checkbox"/>		
Employment Reference Check	<input type="checkbox"/>	<input type="checkbox"/>		
Administrative Review	<input type="checkbox"/> (attach DJJ 0039)	<input type="checkbox"/>		
Education or License Check	<input type="checkbox"/>	<input type="checkbox"/>		

Eligible for Hire or Service: Yes No **Comments:** _____

Signature: _____ **Title:** _____ **Date:** _____

Appeal
Eligible for Hire or Service: Yes No **Date not eligible letter sent to subject:** _____

Comments: _____

Signature: _____ **Title:** _____ **Date:** _____