



DIVERSIFIED investigations, llc
the
beginning
of
the
end.

QuickApp Background Instructions

Instructions to volunteers/employees regarding background investigations:

- Look for an email from "DIVERSIFIED"
- You will have 4 days from receipt to provide necessary information
- Be complete & accurate
- Provide **ONLY** your most recent address in every state or country that you have lived in for the past 7 years
- Answer criminal history questions thoroughly & accurately (it is not necessary to include minor traffic offense like Speeding, Seatbelt, and Failure to Obey Sign).
- You must include city ordinance violations like Disorderly Conduct, Possession of drugs or paraphernalia, Shoplifting/Theft, etc.

NOTE: The information you provide must be both complete & accurate. In many circumstances, non-disclosure will delay completion of your background, cost the school district more money, and/or result in your application being denied. ****Please help to keep our costs down by taking your time when completing required documents, whether it is on-line or hard copy.**

****Please ask if you have any questions about the background application process. If no questions, complete the information below and turn in to school.**

Full Name

Email address

Last 4-digits of SSN

Phone Number

Applicant Signature

Date

Rev. August 6, 2014

faithfully serving

DIVERSIFIED investigations, llc • po box 0562 • appleton • wisconsin 54912-0562
phone 920.886.8160 • fax 262.364.2462 • www.diinv.com • office@diinv.com