

Department of Veterans Affairs

Memorandum

Date:

From: Chief, Human Resources Management Service (05)

Subj: Background Investigation

To:

Employment with the VA Medical Center is subject to a satisfactory completion of a background investigation. The investigation is part of the hiring process and is conducted to determine suitability for employment. Its scope includes, but is not limited to, law enforcement and criminal record checks and inquires with previous employers.

It is your responsibility to provide complete and accurate answers to all the questions in the required paperwork in a timely manner. Failure to tell the truth or failure to list all relevant events or circumstances, may be grounds for not hiring you, and removing you from federal service after you begin work, and/or criminal prosecution.

The information you provide on your application and appointment documents WILL be investigated



KYLE INHOFE
Chief, Human Resources Management

I hereby acknowledge receipt of the above information on Background Investigations. I understand and agree to comply with the information above.

Signature

Date