

# Policy

## HORTONVILLE AREA SCHOOL DISTRICT

District Administrative Office  
246 N. Olk Street, P.O. Box 70  
Hortonville, WI 54944-0070  
PH: 920/779-7921 FAX: 920/779-7903

### **Background Investigation Volunteer/Employment Contract**

(VOLUNTEERS - RETURN COMPLETED FORMS TO SCHOOL OFFICE)

(CURRENT/POTENTIAL EMPLOYEES - RETURN COMPLETED FORMS TO DISTRICT OFFICE)

Applicant's Name \_\_\_\_\_ Date: \_\_\_\_\_

Telephone # \_\_\_\_\_ Email address: \_\_\_\_\_

Reason for background check: \_\_\_\_\_ Employment/Current position: \_\_\_\_\_

**IF THIS IS FOR A FIELD TRIP - DATE OF FIELD TRIP:** \_\_\_\_\_

Athletic/Academic Program(s) - Volunteer or Employment/Current Position: \_\_\_\_\_

Building(s): (circle the building(s) at which you are volunteering, seeking employment, or current position) 4K Sites: HES / Hillside / Play & Grow / St. Edwards / YMCA Schools:

GES/GMS/HES/HMS/NGES/HHS Teacher's Name(s) to volunteer for: \_\_\_\_\_

Program(s)/Areas of Interest: (circle those for which you may be interested in volunteering, add those that you do not see listed): PTO Board Member Student Mentor/Tutor Athletics Office Assistant Library Assistant Special Events Baker Field Trips Special Events Planner Bookroom Coordinator Classroom Helper Drama Coach Student Recognitions Staff Recognitions Forensics/Debate

I understand and agree that my involvement as an Employee or Volunteer with the Hortonville Area School District (HASD) is performed under the following provisions:

1. I understand that the initial fee for the background investigation is covered by the District. Fees for out-of-state, out-of-country or any other fee that may be incurred is my responsibility.
2. I have never been convicted of a felony or criminal offense, nor do I have any pending charges against me. (Please see #8 if you have been convicted of a felony or criminal offense)
3. In the Athletic programs, I will familiarize myself with and adhere to WIAA and extra-curricular policies and procedures.
4. As a volunteer, I will not be paid any salary nor receive any benefits for my services.
5. I will be covered by the Hortonville Area School District liability insurance.
6. I will withdraw immediately from volunteering if I am unable or unwilling to follow the provisions herein.
7. My ability to volunteer or be employed will remain pending until the criminal background check is completed and has administrative approval. I understand that a background check may take 2 to 4 weeks to process. *Background check is valid for three years for volunteers and five years for staff from date of approval; then re-application is necessary.*
8. Yes I have been convicted, entered a deferred prosecution agreement or had charges Read In due to a plea agreement? (Convicted includes a felony, traffic and/or local ordinance citation.)  Yes  No (Please check) If yes, please list the date and details on page 2.

I hereby affirm that all information in this Volunteer/Employment Contract is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information may result in termination of my volunteer/employment contract with the Hortonville Area School District.

Applicant's Signature \_\_\_\_\_

This form is required for QuickApp (On-line application) or for Paper Application.

## Consent to Conduct Background Investigation

I understand that I am  APPLYING FOR the position of: \_\_\_\_\_ /  VOLUNTEERING with /  
 EMPLOYED with Hortonville Area School District and am required to have a background investigation completed as requested. I understand that the following personal records are subject to being queried and reviewed by DIVERSIFIED investigations, llc:

- |  |  |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
|--|--|--------------------------------------|-------------------------------------|-------------------------------|-------------------------------------|----------------------------------|-------------------------------------|-------------------------|-------------------------------------|------------------------------|--------------------------|--|--|--------------------------|-----------------------------------|--------------------------|----------------------|--------------------------|----------------|--------------------------|---|--------------------------|-------------------------------------|--------------------------|----------------------------------|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Social Security/Address Verification</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Local law enforcement queries</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Sexual offender database queries</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Public database queries</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>State criminal/civil queries</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Driver's license records (as applicable to the position)</td></tr> </table> | <input checked="" type="checkbox"/>                      | Social Security/Address Verification | <input checked="" type="checkbox"/> | Local law enforcement queries | <input checked="" type="checkbox"/> | Sexual offender database queries | <input checked="" type="checkbox"/> | Public database queries | <input checked="" type="checkbox"/> | State criminal/civil queries | <input type="checkbox"/> | Driver's license records (as applicable to the position) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Professional/Character References</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Neighborhood Canvass</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Drug screening</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Education and Professional License Verification</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Employment Verification &amp; Reference</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Credit Report / Civil Litigation</td></tr> </table> | <input type="checkbox"/> | Professional/Character References | <input type="checkbox"/> | Neighborhood Canvass | <input type="checkbox"/> | Drug screening | <input type="checkbox"/> | Education and Professional License Verification | <input type="checkbox"/> | Employment Verification & Reference | <input type="checkbox"/> | Credit Report / Civil Litigation |
| <input checked="" type="checkbox"/>  | Social Security/Address Verification                     |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input checked="" type="checkbox"/>  | Local law enforcement queries                            |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input checked="" type="checkbox"/>  | Sexual offender database queries                         |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input checked="" type="checkbox"/>  | Public database queries                                  |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input checked="" type="checkbox"/>  | State criminal/civil queries                             |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Driver's license records (as applicable to the position) |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Professional/Character References                        |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Neighborhood Canvass                                     |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Drug screening   |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Education and Professional License Verification          |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Employment Verification & Reference                      |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |
| <input type="checkbox"/>   | Credit Report / Civil Litigation                         |                                      |                                     |                               |                                     |                                  |                                     |                         |                                     |                              |                          |  |  |                          |                                   |                          |                      |                          |                |                          |   |                          |                                     |                          |                                  |

I further understand that the results of this investigation will be forwarded to Hortonville Area School District and that agents of DIVERSIFIED investigations, llc will not discuss the findings of the investigation with anyone other than appropriate members of the Hortonville Area School District staff. I understand that this background investigation will not be used for any purpose other than assessing my suitability for the position for which I have applied/volunteered/am employed.

Therefore, I do hereby grant permission to Hortonville Area School District, and DIVERSIFIED investigations, llc, to conduct a due diligence background investigation. All information is subject to the Fair Credit Reporting Act (FCRA--see [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore)).

**\*\* NOTE:** I understand that this consent is revocable by providing written notice to both DIVERSIFIED investigations, llc and Hortonville Area School District.

### TO BE COMPLETED BY APPLICANT

The Following Information is for Identification and Investigative Purposes Only.  
 Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.

Last Name											
First Name											
Middle Name											
Current Address											Apt.#
City										State	Zip
Social Security Number								Phone		-	-
Date of Birth						Sex: (circle one) Male / Female					
Driver's License No.										State	
Other Last Names Used (Include Maiden Names)											
Email Address											
<b>LIST EVERY CITY AND STATE YOU HAVE EVER LIVED and the Month/Year you began living there</b>		STATE CODE	CITY	MO/YR	<b>ADD EXTRA PAGES, AS NEEDED</b>			STATE CODE	CITY	MO/YR	
Please check one of the following ethnic categories:											
<input type="checkbox"/> White (Not of Hispanic Origin)			<input type="checkbox"/> Black (Not of Hispanic Origin)			<input type="checkbox"/> Asian or Pacific Islander			<input type="checkbox"/> I do not wish to answer		
<input type="checkbox"/> Hispanic			<input type="checkbox"/> American Indian or Alaskan Native			<input type="checkbox"/> I do not wish to answer			<input type="checkbox"/> YES* <input type="checkbox"/> NO		
Have you ever been convicted <b>OR</b> do you have any charges pending? You must include traffic and local ordinance citations (Provide answer on right). You are required to include convictions that have been EXPUNGED. If YES, list charge(s) and year below.										*Does not automatically bar you from employment/volunteering	
Charge				Year		Charge				Year	

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**My consent will remain in force for a period no longer than a year from the date this document is signed.**