PLEASE READ ALL INFORMATION CAREFULLY!

Criminal History Records Investigation / Employment and Volunteer

Applicant’s Name: ___________________________ Date: __________________

Telephone #: ___________________________ Email address: ___________________________

Reason for background check: □ Employment (Teacher, Support Staff, or Coach) □ Volunteer

IF THIS IS FOR A FIELD TRIP – DATE OF FIELD TRIP: ___________________________

Building - □ 4K Site □ GES □ GMS □ NGES □ HES □ HMS □ HHS □ Transportation □ District

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. My role as an Employee and/or Volunteer in the Hortonville Area School District requires, that I keep information about children in the school district confidential. The Family Educational Rights and Privacy Act is Federal Law. It protects the privacy of student education information and records. Information sharing to non-school personnel is prohibited. Failure to comply with this guideline will result in employee discipline and/or termination and volunteerism revocation.

2. 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.

3. I have never been convicted of a felony or criminal offense, nor do I have any pending charges against me.

4. Yes, I have been convicted of a criminal offense. (Criminal offense includes a felony, traffic and/or local ordinance citation.) Please make sure to fill out all criminal information on the 2nd page of the application. District procedure is to look at the past 20 years. Please note – you need to disclose any past conviction or charges pending, including Deferred Prosecution Agreements, traffic and local ordinance citations and any Diversion Programs as a result of a charge. You are required to include convictions that have been Expunged. Your application may be denied if you do not disclose information.

5. I will withdraw immediately from volunteering if I am unable or unwilling to follow the provisions herein.

6. My ability to be employed or volunteer 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 processes. (Background checks are valid for five years for employees and three years for volunteers from date of approval; then re-application is necessary.)

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

Applicant’s Signature ___________________________

BOARD POLICY

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:

| ☒ Social Security/Address Verification | ☐ Professional/Character References |
| ☒ Local law enforcement queries | ☐ Neighborhood Canvass |
| ☒ Sexual offender database queries | ☐ Drug screening |
| ☒ Public database queries | ☐ Education and Professional License Verification |
| ☒ State criminal/civil queries | ☐ Employment Verification & Reference |
| ☒ Driver’s license records (as applicable to the position) | ☐ 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).

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

PLEASE MAKE SURE YOU SIGN THE BOTTOM OF THIS PAGE.

TO BE COMPLETED BY APPLICANT


Last Name
First Name
Middle Name
Current Address
City
Social Security Number
Date of Birth
Driver’s License No.
Other Last Names Used (Include Maiden Names)
Email Address

LIST EVERY CITY AND STATE you have EVER LIVED and the Month/Year you began living there

| STATE CODE | CITY | MO/YR |
| STATE CODE | CITY | MO/YR |

ADD EXTRA PAGES, AS NEEDED

Please check one of the following ethnic categories:

| White (Not of Hispanic Origin) | Black (Not of Hispanic Origin) | Asian or Pacific Islander |
| Hispanic | American Indian or Alaskan Native | I do not wish to answer |

Have you ever been convicted OR 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.

| Charge | Year |
| Charge | Year |

 DOES not automatically bar you from employment/volunteering

Applicant Signature: __________________________ Date: __________________________

Please note – you need to disclose any past conviction or charges pending, including Deferred Prosecution Agreements, traffic and local ordinance citations and any Diversion Programs as a result of a charge. You are required to include convictions that have been Expunged. Your application may be denied if you do not disclose this information. (Updated 5/23/2022)