



Sauk Rapids-Rice District Office

1833 Osauka Road NE, Sauk Rapids, MN 56379

Phone: 320.253.4703 • Supt. Fax: 320.258.1904 • Bus. Fax: 320.255.1914 • www.isd47.org

TO : Prospective Volunteers and/or Employees of Sauk Rapids-Rice Public Schools
FROM : Eva White, Director of Human Resources and Administrative Services
RE : Criminal Background Checks (CBC)
DATE : May 3, 2019

Effective January 1, 1996, the Minnesota Legislature has required that school districts in Minnesota conduct criminal history background checks on all individuals who are offered employment or would like to volunteer in schools. The statute also allows for a school hiring authority at its discretion to "...request a criminal history background check...on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee..." The Criminal Background Check [M.S. 123B.03] statutory language can be viewed at www.revisor.mn.gov/statutes/?id=123B.03 or is available upon request.

Please consider this memorandum to be notice to you of both the requirements of the law and our intention to conduct a CBC on you. The fee for completing the CBC for volunteering is \$14.00 and for employment is \$28.00. CBCs may be completed via the following methods:

1. Credit Card
 - a. Volunteer Instructions
 - i. Go to www.isd47.org
 - ii. Click on "Parents and Families"
 - iii. In the middle column click on "Volunteer in our Schools"
 - iv. In the gray box click on the orange "Volunteer Background Check Application" and follow the online instructions
 - v. In the blank field next to "Position Applied For" please type "Volunteer"
 - b. Employee/Substitute/Student Teacher Instructions
 - i. Go to www.isd47.org
 - ii. Click on the "Employment" tab
 - iii. Click on the yellow "Background Check" bar
 - iv. In the blank field next to "Position Applied For" please type the position for which you are being hired (Substitutes: Enter "Substitute (Teacher, Para, Food Service, etc)")
2. Check, money order or cash*
 - a. Please complete the form on the back if you prefer this option
 - b. Once you have completed the form attach payment and submit to:
Sauk Rapids-Rice Public Schools
District Office
Attn: CBC Processing
1833 Osauka Road NE
Sauk Rapids, MN 56379

We will process the criminal background check with Trusted Employees in conjunction with the Minnesota Bureau of Criminal Apprehension.

Questions regarding the criminal background check process can be directed to the Human Resources Assistant via employment@isd47.org (Subject line: CBC) or by calling 320-253-4703.

***Please note: Personal checks, cashiers checks and money orders are payable to ISD 47. Cash for the exact amount will also be accepted in person at the District Office. We are not able to make change.**

Aaron Sinclair
Superintendent of Schools
aaron.sinclair@isd47.org

Andi Johnson, CPA
Director of Business Services
andi.johnson@isd47.org

Dr. Eva White
Director of Human Resources/Admin. Services
eva.white@isd47.org

Jenny Bushman
Director of Teaching & Learning
jenny.bushman@isd47.org



In accordance with:
 Trusted Employees
 7900 W 78th Street, Suite 400
 Edina, MN 55439

Permission and Release Form for Background Investigations for New Employees and Volunteers

First Name	Middle Name	Last Name	Former Name(s)/Alias & Date of change	
Street Address		City/Town	State, Zip Code	Gender M F
Social Security Number	Driver's License Number Issue	State of	Date of Birth (Mo/Day/Year)	
Primary Phone Number	Secondary Phone Number	Position Applying For		
Email				

I hereby authorize the Sauk Rapids - Rice Public Schools ISD 47 to obtain the following information in connection with my application for volunteering and/or employment, or, if hired, at anytime during my employment: criminal and/or motor vehicle records, employment records, **Minnesota Bureau of Criminal Apprehension criminal history as provided for in Minnesota Statute 123B.03**, educational records, consumer reports, consumer investigative reports including credit reports obtained through a consumer reporting agency, personal references and other job related data provided on this application or via the interview process. By signing this form you are allowing the above named company/individual to access any data maintained in these files which applies under the statute and authorize this background check to be performed. I acknowledge that Sauk Rapids - Rice Public Schools ISD 47 has informed me that it may make use of this information in evaluating my application for volunteering and/or employment, and in Sauk Rapids - Rice Public Schools ISD 47's decisions regarding volunteering, hiring, compensation, promotion, reassignment, retention, and other terms and conditions of my volunteering and/or employment with Sauk Rapids - Rice Public Schools ISD 47. I hereby authorize Sauk Rapids - Rice Public Schools ISD 47 to make use of the above referenced information and release Sauk Rapids - Rice Public Schools ISD 47 and any entity that provides information to Sauk Rapids - Rice Public Schools ISD 47 from liability in connection with this information. Any offers to volunteer or of employment are contingent upon a satisfactory background investigation. I authorize the reinvestigation of any of the above information, at any time, during my volunteering or employment.

Are you applying for volunteering and/or employment in **California***, **Minnesota*** or **Oklahoma***? Yes No
 Would you like a copy of the consumer report prepared on you? Yes No

* California, Minnesota and Oklahoma residents are entitled to a free copy of their report.

Have you ever been charged with or convicted of a Misdemeanor or Felony crime? Yes No
 If yes, please explain in some detail, including what city and state, and in what month / year:

You may also request additional information on the nature of the report upon written request to the consumer reporting agency. Mail requests should be directed to Trusted Employees, 701 S. 5th St, Hopkins, MN 55343. You may also receive a summary of the file by telephone at 1-888-389-4023/952-545-3953. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file.

Listed below are addresses where I have lived in the past seven- (7) years.

	<u>Address</u>	<u>City, State and Zip Code</u>	<u>Date: From</u>	<u>Date: To</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

I understand that a photocopy of this authorization would be accepted with the same authority as the original.

Signature _____ **Date** _____