

Employee Background Check Request:

Please include a \$15.00 check made payable to ISD #111

**COMBINED DISCLOSURE NOTICE AND AUTHORIZATION
REGARDING BACKGROUND CONSUMER REPORTS**

(Important: Please read carefully before signing.)

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our screening and hiring process. This may include an inquiry to obtain information regarding your character, employment history, police record, education, qualifications, and/or motor vehicle record. The primary objective of any investigation will be to verify information you provided on your application or during the interview process in connection with your application for and/or continued employment (or contract) with the company. An investigative consumer report may be obtained at any time during the application process or during your employment with the company. Upon timely written request to our personnel department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

Date of Birth: ____/____/____ (Month, Day, Year)
Driver License # _____ State _____
Social Security # ____/____/____

Other Names Used & Date Changed _____
(Including Maiden Name) (Year Changed) Current Address: _____
City, State, Zip: _____

Previous Addresses For The Past 7 Years: (attach additional sheets, if necessary) Street Address
City State Zip County Years

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 county and state and in what year?

I hereby authorize Watertown-Mayer Public Schools and/or their agents and/or assigned without any reservation, to investigate my background as it pertains to employment history and performance, personal and professional references, educational history, licenses and information contained in public records, including but not limited to criminal and motor vehicle data. I hereby release all persons, companies or other entities (which may include the Minnesota BCA website) from liability and responsibility in connection herewith. I further authorize ongoing procurement of the types of reports mentioned herein at any time during my employment/volunteering opportunity (or contract) with ISD #111. A photocopy of this document may be substituted for the original.

Printed Full Name of Applicant _____

Signature of Applicant _____ Date _____