COMBINED DISCLOSURE AND INFORMED CONSENT FORM FOR VOLUNTEERS
Criminal Background Check – MS 123B.03
(Important: Please read entire document before signing)

White Bear Lake Area Schools, ISD No. 624
2399 Cedar Ave, White Bear Lake, MN 55110

The Fair Credit Reporting Act requires that we inform you that a background check will be conducted as part of our employee screening process. This may include an inquiry to obtain information regarding your employment history, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or consent form for employment with the district (includes paid and unpaid positions). A consumer report and/or an investigative consumer report may be obtained at any time during the background check process or during your time of employment with the district. Upon timely written request to our human resources department, and within five (5) days of this 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. You have the right to request details of the report from the consumer reporting agency. **Volunteer background checks are done every three (3) years**.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address, and phone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

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 making business decisions.

Are you willing to consent to a criminal background check? YES ☐ NO ☐

Full Legal Name of Volunteer (Please print): _____
First Middle Last

Maiden, Previous or Alias: _____ Email Address: _____

Address: _____ City/State/Zip: _____

Date of Birth: _____ Social Security Number: _____ -_____ -_____

I hereby authorize White Bear Lake Area Schools ISD 624 and/or Trusted Employees Employment Screening and their agents, without reservation, to investigate my background as it pertains to criminal history pursuant to Minnesota Statutes, section 123B.03 for the purpose of employment with the School District. I hereby release all persons, companies, or other entities furnishing such information from liability and responsibility in connection herewith.

DO NOT *sign this section if you are* ***LESS THAN 18*** *years of age. See exemption below.* ***All others please sign below.***

This authorization shall be in effect for a period of no longer than one (1) year from the date of my signature.

_____ _____
Signature of Volunteer Date

Request For Exemption From Criminal Background Check

Notice: ***ONLY*** *complete this section if you are requesting an exemption due to being* ***LESS THAN 18*** *years of age.*

I hereby request exemption from the criminal background check at this time based on the following:

☐ I am less than 18 years of age. Date of Birth: _____ Print Full Name: _____

_____ _____
Signature of Minor/Guardian Date