Sample Informed Consent Form

For Criminal History Background Check
Your School District Name and Number
Street Address
City, State, and Zip Code
Telephone Number

Date:_____

The following named individual has made application with this School District for employment or provision of athletic coaching services or other extracurricular academic coaching services.

Full Name of Individual:_____
(please print) Last First Middle

Maiden, Previous, Alias:_____

Date of Birth:_____ Sex (M or F): _____
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to _____ pursuant to Minn. Stat. § 123B.03 for the purpose of _____ _____ with this School District.

CONDITIONAL HIRING: I understand that the School District may permit me to commence my employment duties or provide athletic coaching services or other extracurricular academic coaching services pending completion of the criminal history background check and acknowledge and agree that my employment or services may be terminated based on the result of the background check.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

_____ _____
Signature of Applicant or Potential Service Provider Date

Subscribed and sworn to before me
this _____ day of _____, 20___.

_____
Notary Public

The School District should forward this executed form, along with a check or money order in the amount of $15.00 payable to the "MN BCA" and a self-addressed, stamped envelope, to:

Minnesota Bureau of Criminal Apprehension
Criminal Justice Information Section
Attn: Record Checks
1430 Maryland Avenue E.
St. Paul, MN 55106

EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS

NOTICE TO PARENTS AND GUARDIANS

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.