



500 Sunset Drive, Jordan MN 55352  
952-292-6200

## VOLUNTEER BACKGROUND CHECK

Thank you for volunteering with the Jordan School District! Minnesota state statute 123B.03 requires that a background check be performed as this position involves working with or near children. Therefore we will need to collect some information.

### TENNESSEN WARNING

- **What is the purpose for collecting the data?** The data being collected will be used to complete a background investigation report.
- **What is the intended use of the Data?** The background investigation report will be used to determine suitability for the position for which you have volunteered.
- **Are you legally required to provide the information?** In order to fulfill the requirements of state statute the information will need to be provided.
- **Are there any known consequences arising from supplying the data?** Yes, any adverse data found as a result may be utilized to exclude the applicant from the position.
- **Are there any known consequences for refusing to supply the data?** If you refuse to supply the data, the required background check cannot be completed. Therefore, you will not be offered the position.
- **Is there anyone besides the school district authorized by federal or state law to receive the data?** Any data collected will be used solely by the district to determine volunteer eligibility. It is possible that in rare situations the information may be subject to a valid court subpoena or other legal action.

### APPLICANT INFORMATION

Print Legal Name →	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last	First	Middle
Former Name Alias Maiden →	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last	First	Middle
Date of Birth <input type="text"/> MM/DD/YY	Sex M <input type="checkbox"/> F <input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> Telephone	<input type="text"/> e mail address
Current Address →	<input type="text"/> # and Street	<input type="text"/> City	<input type="text"/> State / Zip

## MN BCA RECORDS / DATA RELEASE AUTHORIZATION

I authorize the **Minnesota Bureau of Criminal Apprehension** to disclose criminal history record information to ISD 717 / Jordan MN School District pursuant to Minnesota State Statute 123B.03, subdivision 1 for the purpose of employment as a [redacted] with the school district.

↑ (position) ↑

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

\*\*\*Office Use – Applicant **do not** check this box.\*\*\*

☐

**We are requesting a federal check pursuant to Minnesota State Statute 299C.62 on this individual as well.**

(Contributor, please check this box if requesting a federal check and attach fingerprint card, the Child Protection Background Check Consent form and a check in the amount of \$24.25 (\$20.25 for Volunteer). Please note that the federal check will take one to two weeks to complete.)

**Signature of Applicant** [redacted]

**Date** [redacted]

MM/DD/YYYY

## ISD 717 RECORDS / DATA AUTHORIZATION

Please list every state in which you have ever resided: [redacted]

I hereby authorize ISD 717 / Jordan MN School District and it's designated agents and representatives to conduct a review of my background causing an investigative report to be generated for the purpose of employment or to work as volunteer with ISD 717. I understand that scope of this report may include, but is not limited to the following areas: Criminal and/or civil history and/or driving records from any criminal history justice agency, any state or federal Department of Public Safety, any state or federal Department of Motor Vehicles, state, city, county, or other entity that has an applicable records data bases; current and previous residences, employment history; on-line public data and social media; and any other public records.

I understand that I may be allowed to commence my duties as a volunteer with the district conditionally and that at any time my service may be terminated based on discovered past or future disqualifying violations or information.

**Signature of Applicant** [redacted]

**Date** [redacted]

☐ I am not requesting that a copy of the background check be sent to me. \_\_\_\_\_  
MM/DD/YYYY

☐ I request that a copy of the background check be sent to me in the event that the information contained in the report disqualifies me from the position.

☐ send via e-mail

☐ send via regular mail

☐ I request that a copy of the background check be sent to me even if the information does not disqualify me from the position.

☐ send via e-mail

☐ send via regular mail