

BACKGROUND CHECK
PLEASE READ BEFORE COMPLETING THE ATTACHED FORM

The Kimberly Area School District believes in a safe work environment. The District performs background checks on its employees. The District also has a practice of performing background checks on its contracted workers who work on the District's existing sites.

A conviction record or pending criminal charge is not an automatic bar to employment. A conviction record or pending charge is only used in making an employment decision if the circumstances of the offense substantially relate to the circumstances of the position being sought.

However, falsifying your answer to the background check question, *“Do you have a pending criminal charge or have you ever pled guilty, or no contest/nolo contendere, to or been convicted of an ordinance violation (such as inappropriate use of drugs or alcohol and/or harm to another person), misdemeanor, or felony”* can bar you from employment. Please read the question carefully and answer truthfully.

The information collected on this Background Check Form is used solely to conduct a background check. The information being asked for is needed in order to run the background check. This information is kept confidential.

FAIR CREDIT REPORTING ACT

While the Fair Credit Reporting Act does regulate both the collection and use of credit information about you, it also regulates both the collection and use of “consumer reports” or “investigate consumer reports” prepared by a consumer reporting agency. Background checks fall under the category of “consumer reports” and “investigate consumer reports.”

Since the Kimberly Area School District uses a third party agency to run some of its background checks, the District is obligated under the Fair Credit Reporting Act to inform you of your rights under the act.

The only time the District will run an actual credit report on an employee or contracted service worker is if they have fiduciary responsibility (i.e.: budgeting, payroll, fundraisers or other money related activities).



KIMBERLY AREA SCHOOL DISTRICT

Background Check Form

Social Security/Address Verification
 Public Database Queries

Local Law Enforcement Queries
 State Criminal/Civil Queries

Sexual Offender Database Queries
 Driver's License Record

This information is being collected solely to conduct a background check. None of the information being solicited is intended to be used in violation of the law. Information revealed will not be used in hiring decisions unless it relates to the applicant's employment.

POSITION APPLYING FOR: _____

BUILDING: _____

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|----------------------------|--|--------------------------------|----------------------|---|-----------|
| First Name: | | Middle Name: | | Last Name: | |
| Street Address: | | City: | | State: | Zip Code: |
| Other Names As Applicable: | | | | Ethnicity/Race: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White | |
| Date of Birth: - - | | Social Security Number: - - | | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Driver's License Number: | | State: | Phone Number: - - | | |

Do you have a pending criminal charge or have you ever pled guilty, or no contest/nolo contendere, to or been convicted of a traffic or ordinance violation (such as inappropriate use of drugs or alcohol and/or harm to another person), misdemeanor, or felony?

No Yes* (If YES, list charge(s) and year below.)

If yes, please explain (If you need more space, please attach a separate sheet of paper):

*A conviction record or pending criminal charge will not be used a criterion in making an employment decision unless the circumstances of the offense substantially relate to the circumstances of the position being sought.

Please list ALL previous cities and states in which you resided since 18 years of age starting with the most recent. If you need more space, please attach a separate sheet of paper.

| City: | State: | Month (yy): | Year (yyyy): |
|-------|--------|-------------|--------------|
| | | | |
| | | | |
| | | | |

AUTHORIZATION AND RELEASE

I certify that the information provided by me on this form and the employment application I previously filled out is true and complete to the best of my knowledge. I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I further understand that if I receive a new arrest or conviction not previously reported, I must immediately report that arrest or conviction to Human Resources. I agree that the District shall not be held liable in any respect if my application is rejected or my employment is terminated for this reason.

The Kimberly Area School District, its employees, and its agents (Diversified Investigations, LLC) are hereby authorized, at the time of my application for employment or during the course of my employment, to obtain from any source, information regarding my education, experience, criminal background, competence, character or medical history as relates to the position for which I applied for or in which I am employed.

I authorize any former or current employer, school or government agency as well as its officers, agents (Diversified Investigations LLC) and employees to release any and all information to the Kimberly Area School District, its employees, and agents should the District, its employees, or its agents (Diversified Investigations, LLC) make a written or oral request for such information. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand and concerns regarding my suitability for employment.

I further understand that the results of this investigation will be forwarded to Kimberly Area School District and its agents (Diversified Investigations, LLC) will not discuss the findings of the investigation with anyone other than appropriate members of the Kimberly Area School District staff. I understand that this background investigation will not be used for any purpose other than assessing my suitability for the position for which I have applied/volunteered/am employed.

I further, voluntarily and knowingly, fully release and disclaim, absolve, indemnify, and hold harmless such former employers, schools or government agencies as well as its officers, agents and employees from any and all claims, liabilities, demands, causes of action, damages or costs, including reasonable attorneys' fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the person or entity disclosing such facts knows are untrue.

Therefore, I do hereby grant permission for Kimberly Area School District, and Diversified Investigations, LLC to conduct a background investigation. I understand that this consent is revocable. All information is subject to the Fair Credit Reporting Act (FCRA - see www.consumerfinance.gov/learnmore).

A photocopy of this authorization shall be for intent and purpose as valid as the original. You may retain the photocopy for your files.

I understand that any offer of employment with the Kimberly Area School District is conditioned upon a favorable drug screening by a clinic selected by the District, which I hereby consent to.

Signature _____ Date _____

The Kimberly Area School District does not discriminate against candidates on the basis of race, color, creed, marital status, sex (including transgender status, change of sex, sexual orientation, gender expression, gender transition, gender identity or sexual identity), pregnancy, ancestry, political belief or activity, military or veteran's status, arrest or conviction record, use or non-use of lawful products, religion, national origin, age, disability, or any other status protected by law. Concerns or questions should be directed to the District's Compliance Officer, the Director of Human Resources, at Kimberly Area School District, 425 S. Washington Street, Combined Locks, WI 54113. We are an equal opportunity employer.