

AUTHORIZATION FOR REFERENCE/BACKGROUND CHECKS

Because of the tremendous responsibility the Rice Lake Area School District has to its school children and community, the following information is needed.

My signature on this form authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment/volunteer. This investigation may include such information as criminal or civil convictions, pending arrests, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right to access any such information, and without limitation hereby release the school district and the reference sources from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: local law enforcement, court records, InfoMart, state or county agencies, information from the Wisconsin or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this authorization in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false answered statement made by me or on this authorization, or any supplement to it will be sufficient grounds for failure to employ, or my discharge should I become employed with the school district. All applicants who desire to be seriously considered for a position with the Rice Lake Area School District must consent to having a thorough background and reference check. Each question must be answered accurately.

Last Name:		First Name:		Middle Name/Initial:	
Please list any maiden names, nicknames, alias names, or other names you have used, including all previous married names. Please list the years when these names were used.					
Street Address:		City:	State:	Zip:	Phone Number:
Are you a citizen of the United States:	If not a citizen, indicate alien status and alien registration number:		If naturalized, indicate certification number, date, and place of naturalization:		
Date of Birth:		City/State of Birth:			
Social Security Number:		Driver's License Number:		Issuing State:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnicity: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black, not Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not Hispanic			

List All Out-of-State Residences (city, state, and zip code): <i>if you need additional space, please continue on a separate sheet of paper</i>	Dates:

Please answer the following questions by checking the box marked “Yes” or “No”; when a “Yes” is checked, an explanation should be included detailing dates and other significant information.

1. Have you ever been investigated for alleged misconduct in the course of any employment? Yes No
2. Have you ever resigned, been disciplined, or dismissed from any teaching, other school position, or any other position (paid or unpaid) involving children, in part, for alleged immoral conduct or incompetence? Yes No
3. Have you ever had a teaching or teacher aide certificate or license to be employed denied, revoked, or suspended? Yes No
4. Is disciplinary action of your educationally related certificate or license currently pending in any state? Yes No
5. Have you ever been investigated for sexual conduct, abuse, or neglect that resulted in any legal action up to and including conviction, or guilty adjudication for violating a civil law or a local ordinance? Yes No
6. Have you ever been convicted of any felony or misdemeanor criminal offense? Yes No
7. Have you ever paid a civil forfeiture or fine for a non-traffic related offense (including municipal court violations)? Yes No
8. Is any criminal charge pending against you in any state? Yes No

Disclaimer: Conviction records are not an absolute bar to employment and such convictions will be considered only if there is a substantial relationship between the circumstance of that conviction and the particular job applied for by the applicant. Furthermore, while a date of birth is requested from the applicant, that information is only necessary for purposes of obtaining background information with respect to the applicant. Age is not a consideration in connection with any application for employment by the Rice Lake Area School District.

Date: _____

Applicant’s Signature _____

Position:

- Volunteer: _____
- Employee: _____
- Coach: _____
- Other: _____

Building:

- Haugen High School Hilltop
- Middle School Red Cedar Tainter
- Other: _____

Adopted: 01/08/07
 Revised: 05/13/13
 05/26/17
 Reviewed: 04/25/16