

# RICHMOND SCHOOL DISTRICT

## Background Disclosures and Consent for Background Check

(please print clearly; "\*" indicates items for which you should see the reverse side of this Form for further information and notices)

### 1. Current Name, Previous Name(s) or Alias(es), and Date of Birth:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
First Name Middle Name Last Name Date of Birth (MM / DD / YYYY)

If you have used any names for yourself, other than those listed above (e.g., a maiden name), identify ALL of those previous names or aliases:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

2. Driver's License # : \_\_\_\_\_

3. Social Security Number \* : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

4. Have you lived or worked outside of Wis. since turning 18? Yes \_\_\_ No \_\_\_

5. DPI Educator File # : \_\_\_\_\_ (if licensed)

### 6. Current Address:

\_\_\_\_\_  
Street Address City State Zip Code From (date) \_\_\_\_\_ to present.

### 7. Previous Address(es) During Last 10 Years (Attach additional sheets if needed.):

Street Address	City	County	State	Zip Code	From (MM/YY)	Until (MM/YY)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

(If you do not know the exact street address, provide at least the street name and all other information. Attach additional sheets if needed.)

### 8. PRIOR CONVICTIONS\*: Check the appropriate box. List all prior convictions\* for violations of laws or ordinances, other than minor traffic violations.

- I have not been convicted of any violation of a law or ordinance in any jurisdiction, other than minor traffic violations (and excluding private civil suits).  
 I do have a record of a previous conviction, and each such conviction is listed below:

Identify the Conviction (by title/number of each law or ordinance):	County/State	Date (MM/YY) of Conviction
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional sheets and/or additional explanation, as needed.)

### 9. PENDING ARRESTS/CHARGES\*: Do you have any pending charges that have been filed against you? Check the appropriate box. If "yes," identify ALL such pending charges\*. Attach additional sheets and/or additional explanation, as needed.

- No. There are no charges presently pending against me in any court or law enforcement jurisdiction, other than minor traffic violations.  
 Yes. Identify each of the alleged violation(s):

Charged Conduct:	County/State	Date (MM/YY) Charged
_____	_____	_____
_____	_____	_____

### 10. SUSPENSIONS OR REVOCATIONS OF A PROFESSIONAL OR OCCUPATIONAL LICENSE:

- I have not had any professional or occupational license suspended or revoked due to any form of misconduct or any violation of a law or a professional standard.  
 I have had a professional or occupational license suspended or revoked due to misconduct or a violation of law or professional standards, and the circumstances are further described below. (Attach additional sheets and/or additional explanation, as needed.)

\_\_\_\_\_  
\_\_\_\_\_

### 11. SEX OFFENDER REGISTRY / VULNERABLE PERSON ABUSE REGISTRY: Check the appropriate boxes; you may provide additional explanation.

Yes No

- Have you, at any time, been included on a sex offender registry in any jurisdiction?  
  Have you, at any time, been included on any registry for abuse committed as a caregiver or committed against any vulnerable person in any jurisdiction (e.g., the Wisconsin Caregiver Misconduct Registry or any similar registry)?

**THIS FORM IS TWO-SIDED. PLEASE TURN OVER.**

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**\* NOTICES / INFORMATION RELATED TO THIS FORM:**

1. **Request for Social Security Number:** The School District uses the Social Security Number provided by the individual filling out this Form solely to verify the information disclosed on this Form and to conduct a search for additional information related to an applicant's (or employee's) pending charges or prior convictions. Pursuant to the federal Privacy Act, the School District is required to inform the applicant/employee that providing his/her Social Security Number on this Form is voluntary. If the individual filling out this Form does not voluntarily provide his/her Social Security Number as requested, the School District will determine whether or not it is still able to conduct a timely and satisfactory background check without that information. To the extent the District, in its sole discretion, elects to use alternate processes to conduct its background check(s) due to the absence of a valid Social Security Number, the applicant may be required to pay any additional costs associated with the alternate process (e.g., fingerprinting).
2. **Disclosures of Prior Convictions and Pending Charges:** The following additional information/instructions apply to the mandatory disclosures of prior convictions or pending charges that are required by this Form:
  - a. In the section requiring disclosure of "PENDING ARRESTS/CHARGES," the individual filling out this Form must list only matters that remain pending. If any past charge was fully dismissed, or if the individual was acquitted (i.e., found innocent) of the alleged violation(s), then the arrest or charge need not be disclosed. If the individual was convicted of any alleged violation, that information should be disclosed in the section of the Form that addresses the individual's conviction record.
  - b. Regarding any applicant for employment or current employee, pending charges that are disclosed on this Form will be considered by the District only to the extent that the circumstances of the pending charge(s) substantially relate to the circumstances of the position(s) the individual is seeking (and, for any current employee, the position the employee presently holds).
  - c. Prior convictions disclosed on this Form will be considered by the District only to the extent permitted by applicable state and federal law.
  - d. If the School District's background check returns law enforcement record or court record information (e.g., criminal history) that the District deems relevant to the employment decision, then the applicant will be provided with an opportunity to provide additional information to the District about the context, accuracy, and/or completeness of such information before any final determination is made.
  - e. **None** of the following reasons are valid grounds for failing to disclose a prior conviction: (1) full payment of a fine; (2) completion of a jail term or prison sentence; (3) the completion of any period of probation or supervision following a conviction; or (4) the passage of a certain period of time. If the individual completing this Form believes that he/she has a legal right to refrain from disclosing a prior conviction for any other reason, and therefore fails to disclose the conviction, he/she does so at his/her own risk that the School District may determine that such belief was in error and that the omission will be considered a material failure to disclose. Accordingly, it is recommended that the individual obtain competent legal advice from his/her personal attorney regarding all such decisions.
3. **Fair Credit Reporting Act:** Unless the individual filling out this Form is otherwise notified by the District in writing, the School District will not (1) seek to obtain a personal credit history report or other Consumer Report regarding the individual; or (2) engage the services of (or use any report obtained from) a Consumer Reporting Agency in connection with conducting the School District's background check.

**IMPORTANT: READ THIS SECTION CAREFULLY BEFORE SIGNING, DATING, AND RETURNING THIS FORM TO THE DISTRICT**

By signing and dating this Form in the space provided below, I acknowledge that I have read, understand, and agree to all of the following:

1. I have personally completed and carefully reviewed the information I have provided on this Form.
2. I understand and agree that all information and records that I provide (directly or indirectly) to the School District in support of my application for employment (including my responses on this Form) must be accurate, truthful, not misleading, and materially complete. I also have an ongoing duty during my candidacy and during any period of employment to supplement and correct the information and records that I have provided if it comes to my attention that anything was inaccurate, false, misleading, or materially incomplete. If the School District determines that I have omitted any required information from any of my responses on this Form, or that I have provided any false, inaccurate, or misleading information of any kind, the District may reject my candidacy for employment. If I am employed by the School District and the School District discovers at any time that my responses on this Form were false, misleading, or in any way materially incomplete or inaccurate, I understand and acknowledge the District may, at its sole discretion, terminate my employment or impose other consequences.
3. I understand that any offer of employment made by the School District is contingent on the School District conducting a background check and determining that the results of the background check were satisfactory to the School District. This contingency is not considered satisfied until I have been notified by the School District that the background check was completed and that the results were satisfactory.
4. I authorize and give my consent to the School District and to its designated officers, employees, or agents to conduct a background check in order to assess and determine my character and my fitness, skills, qualifications, and ability to successfully perform the functions of the position(s) for which I am applying. The District's investigation and review of my professional and personal history may include contacts with and/or inspection of records from previous employers, supervisors, and co-employees; law enforcement records; driving records; court records; personal contacts; professional contacts and associations; personal and professional references; academic institutions and personnel; and any and all other potential sources of information which may, in the discretion of the District, be relevant to my candidacy EXCEPT that the District will NOT (1) seek or review information where prohibited by applicable law; (2) seek any medical records unless the School District first consults with me and, to the extent required by law, obtains my consent for the disclosure of such records; or (3) seek or use any information, or any services of a Consumer Reporting Agency, for which the District would first be required to provide additional notices or obtain further consent under the Fair Credit Reporting Act.
5. I understand and acknowledge that the School District considers the background check to which I am consenting to be necessary to the consideration of my candidacy as a potential employee. I understand that failure to consent to the background check, or my failure to reasonably cooperate with the background check process, will result in the rejection of my application and candidacy and/or the revocation of any offer of employment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE (mm/dd/yyyy)