BUFFALO HANOVER MONTROSE SCHOOLS

Making a Difference!

Revised: Nov. 2010

Background Investigation

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All offers of employment are contingent upon the candidate passing a successful background check. No person may begin employment until the Background Check has cleared and you have received notification. Processing takes approximately 24-48 hours once we receive your forms.

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Please read through the following information before completing the authorization form. This page contains information on background checks from Minnesota Statute 123.B.03 and the Fair Credit Reporting Act.

MINNESOTA STATUTE 123.B.03

Legislation was enacted during the 1995 Legislative session that requires Minnesota School Districts to request from the Bureau of Criminal Apprehension (BCA), a criminal history background check on all individuals who are offered employment in the school. The statutory language under M.S. 123.B.03, Section 2 states:

> *Subdivision 1. **Background check required.** (a) A school hiring authority, as defined in subdivision 3, shall request a criminal history background check from the superintendent of the bureau of criminal apprehension on all individuals who are offered employment in the school, as defined in subdivision 3. In order to be eligible for employment, an individual who is offered employment must provide an executed criminal history consent form and a money order or check payable to either the bureau of criminal apprehension or the school hiring authority, at the election of the school hiring authority, in an amount equal to the actual cost to the bureau of criminal apprehension and the school district of conducting the criminal history background check. A school hiring authority electing to receive payment may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and shall pay the superintendent of the bureau of criminal apprehension directly to conduct the background check. The superintendent of the bureau of criminal apprehension shall conduct the background check by retrieving criminal history data maintained in the criminal justice information system computers. A school hiring authority, at its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of children, families, and learning within the 12 months preceding an offer of employment.*

FAIR CREDIT REPORTING ACT

The amended Fair Credit Reporting Act (1997) requires that we inform you that a background investigation may be conducted as part of our employment screening and selection process. This may include an inquiry to obtain information regarding your character, general reputation, personal characteristics and mode of living. The main objective of the investigation is to verify information you provided on your application or during the interview process. Upon your written request within a reasonable amount of time, additional information as to the nature and scope of the report, if one is made, will be provided. In addition, if a report is made, you have the right to request details of the report from the consumer reporting agency. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

Background Investigation, *continued*

DIRECTIONS

**** Please read carefully ****

To expedite processing of your background check, please follow these procedures:

1. Complete all background check forms (be sure to include all details and required signatures).

2. Enclose a check or money order **made payable to ISD #877** to cover the cost of your background check as follows:

   Basic Employee - $25.85 (+ **$10* for each additional AKA used, if less than 10 years) - (See explanation below)**
   This includes the following positions:
   a. Substitutes for any department
   b. Part-time positions
   c. Full-time positions
   d. Coaches/extra-curricular positions

   Volunteer Standard - $21.50 (+**$10* for each additional alias used) - (See explanation below)**
   This would include the following positions:
   a. Volunteers who may be alone with students (i.e. overnight trips)

   Minors (*under 18*) - $8.00

***Candidates who have used another last name or have an alias (AKA) or other known names, please read below:**

< 10 years old - If you have used any other name during the past 10 years, we are required to run all names. Please include the following fees with your application:

$25.85 for one name search
$35.85* for *2 name searches* (i.e.: maiden name (1) + married name or other known name/AKA (2)
$45.85* for *3 name searches* (i.e.: maiden name (1) + current married name/AKA (2) + previous married name/AKA **or** hyphenated name* (3)

***EX:** Lisa Smith-Jones would be searched as follows: Lisa **Smith(1)**, Lisa **Jones(2)**, Lisa **Smith-Jones(3)** = *$45.85*

> 11 + years old - If you have used another name and have used this same name exclusively for more than 11 years, you do not need to include this information or any additional fees above the standard fee.

3. Forms and payment must be **delivered** *or* **mailed** to:

Human Resource Department
Buffalo-Hanover-Montrose School District
District Office
214 1st Avenue NE
Buffalo, MN 55313

Office Hours:
Monday-Friday
7:30 am – 4:00 pm
Questions:
763-682-8712

Print Form

Background Investigation

**** Complete and return this page to HR. Please read carefully before signing ****

Information requested below is needed to process your background information. This information is kept strictly confidential and will only be revealed to those who have a need to know.

Please Print Clearly

E-mail address: _____ Telephone #: _____

First Name: _____ Middle Name: _____ Last Name: _____

Social Security #: _____ Date of Birth: _____

Driver's License #: _____ State: _____

Address you have lived at the longest during the past 7 years: (*not necessarily your current address*):

House #: _____ Street: _____ City: _____ State: _____ Zip: _____

APPLICANT'S MAIDEN NAMES, ALIASES, or AKAs:

*If you have used or have signed documents using **any other first or last name** during the past 10 years (i.e.: James/Jim; maiden name/marriage/ divorce, A.K.A., etc.), then you must include other names used on this background authorization form and pay the additional $10 fee.* **NOTE:** If your background check reveals you have used another name during the past 10 years and you do not disclose that information on your authorization form, withholding that information could be grounds to disqualify you from employment/volunteering. ***If you have always used the same first/last name during the past 10 years, you do not need to include your previous name(s).***

First: _____ Middle: _____ Last: _____ Date Changed: _____

First: _____ Middle: _____ Last: _____ Date Changed: _____

APPLICANT'S ADMITTED OFFENSES:

You must list *all* convictions less than 15 years old, regardless of type. If you background check reveals an offense and you did not disclose that information on your authorization form, withholding that information may be grounds to disqualify you from employment/volunteering. Please use additional paper if needed.

Have you ever been charged or convicted of a misdemeanor or felony crime? _____

Offense: _____ State: _____ County: _____ Date: _____

Offense: _____ State: _____ County: _____ Date: _____

I authorize School District 877 and/or Orange Tree Employment Screening, and their agents to investigate my background as it pertains to employment/volunteer considerations. This may include investigations of employment history and performance, personal/professional references, educational history, licenses and information contained in public records including credit, criminal, motor vehicle data and worker's compensation. I release all persons, companies, and corporations furnishing such information from liability and responsibility. A copy of this document may be substituted for the original.

Job Title Applying for: _____ Location of Job/Bldg: _____

Printed Full Name: _____ Signature: _____

I have enclosed: _____

Please see the fee schedule on previous page.
Authorizations arriving without the correct fee will be returned.

For questions please contact 763-682-8712.

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