

# BLACK HAWK SCHOOL DISTRICT

## Consent for Background Check

Required for all volunteers, chaperones, and employees.  
Return to school office via drop off, with student, or email.

The tremendous responsibility the Black Hawk School District has to its school children and community necessitates the following information from all applicants regarding convictions. A record of conviction may not prohibit your employment, volunteering or chaperoning for the District; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment, volunteering or chaperoning or may be cause for removal if engaged as a volunteer. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

The Department of Justice, Wisconsin Online Record Check System uses the following information to run the background check for Black Hawk School District. The Black Hawk School District reserves the right to perform additional criminal background checks and/or other background checks it deems necessary. This consent also contains an authorization for motor vehicle records.

### 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)

Any names used for yourself (current or previous), identify all here:

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

2. Social Security Number (see reverse): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Gender: ☐ M    ☐ F

4. Race: ☐ White    ☐ Black    ☐ Asian or Pacific Islander    ☐ American Indian or Alaskan Native    ☐ Unknown

### 5. Current Address:

\_\_\_\_\_  
Street Address                      City                      State                      Zip Code

### 6. Pending Arrests/Charges (see reverse): Do you have any pending charges that have been filed against you?

☐ 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):

\_\_\_\_\_  
Charge                      County/State                      Date Charged (MM/YY)

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

### 7. Prior Convictions (see reverse):

☐ No. I have not been convicted of any violation of a law or ordinance in any jurisdiction, other than minor traffic violations.

☐ Yes. I have a record from a previous conviction, and each such conviction is listed below:

\_\_\_\_\_  
Charge                      County/State                      Date Charged (MM/YY)

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

### 8. Sex Offender Registry:

☐ No    ☐ Yes Have you, at any time, been included on a sex offender registry in any jurisdiction?

**This form is two-sided, please turn over for signature line.**

**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 an 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).

**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:

1. 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.
2. Regarding any applicant for employment or current volunteer, chaperone, or employee, pending charges that are disclosed on this Form (except for felony convictions as discussed below) 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 volunteer, chaperone, or employee, the position the volunteer, chaperone, or employee presently holds). Wisconsin Law provides that it is not employment discrimination because of an unpardoned conviction record for an educational agency (including the District) to refuse to employ or to terminate from employment an individual who has been convicted of a felony and who has not been pardoned for that felony. See, WIS. STAT. § 111.335(1)(d).
3. Prior convictions disclosed on this Form will be considered by the District only to the extent permitted by applicable state and federal law.
4. 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.
5. 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.

**IMPORTANT:** Read this section carefully before signing, dating, and returning 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 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 volunteer, chaperone, or 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.

6. The Black Hawk School District does not unlawfully discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, gender expression, gender identity, and gender nonconformity), or physical, mental, emotional, or learning disability ("Protected Classes") or any other basis prohibited by state and/or federal law in any of its student program or activities.

---

Signature

---

Printed Name

---

Date

ONLY SIGN THIS PORTION IF YOU ARE FILLING OUT THIS FORM AS A CHAPERONE OR VOLUNTEER

1. I understand that as a volunteer or chaperone, I am not in any manner considered an employee of the Black Hawk School District nor am I entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer or chaperone services and agree to the terms and conditions of the separate VOLUNTEER ACKNOWLEDGEMENTS AND WAIVER OF LIABILITES form. The VOLUNTEER ACKNOWLEDGEMENTS AND WAIVER OF LIABILITES must also be signed in order for my application as a volunteer to be considered.

---

Signature

---

Printed Name

---

Date