



**PLEASE READ ALL INFORMATION CAREFULLY!**

**Criminal History Records Investigation / Employment and Volunteer**

*(VOLUNTEERS - RETURN COMPLETED FORMS TO SCHOOL OFFICE)*

*(CURRENT/POTENTIAL EMPLOYEES – RETURN COMPLETED FORMS TO DISTRICT OFFICE)*

Applicant’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone # \_\_\_\_\_ Email address: \_\_\_\_\_

Reason for background check:  Employment (Teacher, Support Staff, or Coach)  Volunteer

**IF THIS IS FOR A FIELD TRIP – DATE OF FIELD TRIP:** \_\_\_\_\_

Building -  4K Site \_\_\_\_\_  GES  GMS  NGES  HES  HMS  HHS  Transportation  District

I understand and agree that my involvement as an Employee or Volunteer with the Hortonville Area School District (HASD) is performed under the following provisions:

1. My role as an Employee and/or Volunteer in the Hortonville Area School District requires, that I keep information about children in the school district confidential. The Family Educational Rights and Privacy Act is Federal Law. It protects the privacy of student education information and records. Information sharing to non-school personnel is prohibited. Failure to comply with this guideline will result in employee discipline and/or termination and volunteerism revocation.
2. I understand that the initial fee for the background investigation is covered by the District. Fees for out-of-state, out-of-country or any other fee that may be incurred is my responsibility.
3. I have never been convicted of a felony or criminal offense, nor do I have any pending charges against me.
4. If I have been convicted of a criminal offense, (criminal offense includes a felony), **I need to disclose any past conviction or charges pending, including Deferred Prosecution Agreements and any Diversion Programs as a result of a charge. (Please note: You are required to include convictions that have been Expunged. Your application may be denied if you do not disclose information.)**
5. I will withdraw immediately from volunteering if I am unable or unwilling to follow the provisions herein.
6. My ability to be employed or volunteer will remain pending until the criminal background check is completed and has administrative approval. I understand that a background check may take 2 weeks to processes. *(Background checks are valid for five years for employees and three years for volunteers from date of approval.)*
7. I understand that if I have any questions, I will reach out to the District Office for assistance.

I hereby affirm that I have read and understand the above information. I hereby affirm that all information in this Volunteer/Employment Contract is true and completed to the best of my knowledge. I understand that any misrepresentation or falsification of information I provide may result in termination of my employment and/or volunteer contract with the Hortonville Area School District.

**Applicant’s Signature** \_\_\_\_\_

BOARD POLICY

**Consent to Conduct Background Investigation**

I understand that I am  APPLYING FOR the position of: \_\_\_\_\_ /  VOLUNTEERING with /  EMPLOYED with Hortonville Area School District and am required to have a background investigation completed as requested. I understand that the following personal records are subject to being queried and reviewed by DIVERSIFIED investigations, llc:

<input checked="" type="checkbox"/>	Social Security/Address Verification	<input type="checkbox"/>	Professional/Character References
<input checked="" type="checkbox"/>	Local law enforcement queries	<input type="checkbox"/>	Neighborhood Canvass
<input checked="" type="checkbox"/>	Sexual offender database queries	<input type="checkbox"/>	Drug screening
<input checked="" type="checkbox"/>	Public database queries	<input type="checkbox"/>	Education and Professional License Verification
<input checked="" type="checkbox"/>	State criminal/civil queries	<input type="checkbox"/>	Employment Verification & Reference
<input type="checkbox"/>	Driver’s license records (as applicable to the position)	<input type="checkbox"/>	Credit Report / Civil Litigation

I further understand that the results of this investigation will be forwarded to Hortonville Area School District and that agents of DIVERSIFIED investigations, llc will not discuss the findings of the investigation with anyone other than appropriate members of the Hortonville 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.

Therefore, I do hereby grant permission to Hortonville Area School District, and DIVERSIFIED investigations, llc, to conduct a due diligence background investigation. All information is subject to the Fair Credit Reporting Act (FCRA--see [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore)).

**\*\* NOTE:** I understand that this consent is revocable by providing written notice to both DIVERSIFIED investigations, llc and Hortonville Area School District.

**QUICKAPP BACKGROUND INVESTIGATION INSTRUCTIONS**

- Complete the information below and return to the District Office for processing
- Watch for your initial email stating the background process has started
- Watch for the email from “DIVERSIFIED” (*Remember to check your SPAM folder*)
- You have 4 days to complete the necessary information. If you do not respond, your background will be denied.
- Be Complete & Accurate
- Provide **ONLY** your most recent address in every state or country that you have lived in for the past 7 years. ***If you are renewing your background investigation: Employment – last 5 years, Volunteers – last 3 years.***
- Answer criminal history questions thoroughly & accurately (it is not necessary to include minor traffic offenses like speeding, seatbelt, and failure to obey sign.)
- You must include city ordinance violations such as Disorderly Conduct, Possession of drugs or paraphernalia, DWI, OWI, Shoplifting/Theft, etc. You must include convictions that have been Deferred and/or Expunged.

*Note: Information must be complete and accurate. If you do not disclose criminal information, your background may be denied.*

**PRINT CLEARLY**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
DATE

**Return this form to your school office or District Office.**