

District Office
246 N. Olk Street, PO Box 70
Hortonville WI 54944-0070
PH: (920) 779-7921 FAX: (920) 779-7906

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. Yes, I have been convicted of a criminal offense. (Criminal offense includes a felony, traffic violation such as operating under the influence, revocation or suspension of license and driving after revocation or suspension and/or local ordinance citation.) Please note that you do not have to report minor traffic offenses. (Speeding, non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking.) Please make sure to fill out all criminal information on the 2nd page of the application. District procedure is to look at the past 20 years. **Please note – you need to disclose any past conviction or charges pending, including Deferred Prosecution Agreements, traffic (listed above) and local ordinance citations and any Diversion Programs as a result of a charge. 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 to 4 weeks to processes. (Background checks are valid for five years for employees and three years for volunteers from date of approval; then re-application is necessary.)

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).

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

PLEASE MAKE SURE YOU SIGN THE BOTTOM OF THIS PAGE.

TO BE COMPLETED BY APPLICANT											
The Following Information Is for Identification and Investigative Purposes Only. Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.											
Last Name		First Name		Middle Name		Current Address		City		State	
Social Security Number		Phone		Date of Birth		Sex: (circle one) Male / Female		Driver's License No.		State	
Other Last Names Used (Include Maiden Names)		Email Address		LIST EVERY CITY AND STATE YOU HAVE EVER LIVED and the Month/Year you began living there		STATE CODE		CITY		MO/YR	
										ADD EXTRA PAGES, AS NEEDED	
Please check one of the following ethnic categories:											
White (Not of Hispanic Origin)		Black (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		I do not wish to answer	
Have you ever been convicted OR do you have any charges pending? You must include traffic and local ordinance citations (Provide answer on right). You are required to include convictions that have been EXPUNGED. If YES, list charge(s) and year below.										<input type="checkbox"/> YES* <input type="checkbox"/> NO *Does not automatically bar you from employment/volunteering	
Charge		Year		Charge		Year					
Applicant Signature: _____						Date: _____					

Please note – you need to disclose any past conviction or charges pending, including Deferred Prosecution Agreements, traffic (please see page 1 for explanation) and local ordinance citations and any Diversion Programs as a result of a charge. You are required to include convictions that have been Expunged. Your application may be denied if you do not disclose this information. (Updated 12/11/2023)