

BACKGROUND INVESTIGATION AUTHORIZATION FORM
(PLEASE READ CAREFULLY BEFORE SIGNING)

The amended Fair Credit Reporting Act (1997) requires that we inform you that a background investigation may be conducted as part of our screening and hiring 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 period 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.

The items of information requested below are needed to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

Date of Birth: _____ / _____ / _____ (Month, Day, Year)

Driver's License # _____ State _____

Social Security # _____ / _____ / _____ Telephone # _____

Other Names Used & Date Changed _____
(Including Maiden Name)

Resident Addresses For The Past 7 Years:

Street Address	City	State	Zip Code	County	From Mo./Yr.	To Mo./Yr.
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Have you ever been charged with or convicted of a Felony or Misdemeanor crime? Yes _____ No _____

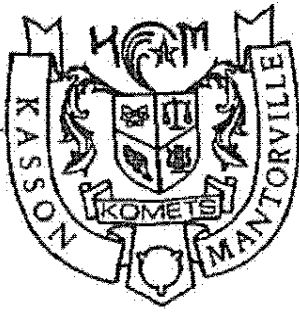
If Yes, Please Explain. _____
What State, what county, what year? _____

I authorize Kasson-Mantorville Schools ISD #204 and/or Orange Tree Employment Screening and their agents to investigate my background as it pertains to employment 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 or corporations furnishing such information from liability and responsibility. A photostat copy of this document may be substituted for the original.

Printed Full Name of Applicant _____

Signature Of Potential Employee _____ Date _____ / _____ / _____

Position Applying for: _____



KASSON-MANTORVILLE SCHOOLS

Independent District No. 204 • 101 16th St. NE • Kasson, MN 55944-1610

PETER GRANT, SUPERINTENDENT
(507) 634-1100 • FAX 507-634-6661

TO: Applicants with Contingent Offers of Employment;
Substitute Teachers
FROM: Superintendent Peter Grant
RE: Pre-Employment Criminal Background Check

The primary concern of public schools is to offer the students of the district a safe and meaningful educational experience. Since January 1, 1996, Minnesota Statute 229C.60 has required us to perform background checks on all new employees, including substitute teachers.

As the subject of the background check, you have the following rights;

- To be informed that a background check is being requested about you for the purpose of employment by Independent School District No. 204.
- To be notified by the District of the Bureau of Criminal Apprehension's (BCA) response to the background check, and to have the right to request a copy of the background check report.
- To obtain from BCA any record that forms the basis for the background check report, and to challenge the accuracy or completeness of the information.
- To be informed by the District if your contingent offer of employment has been denied because of the background check report.

Please complete the enclosed release form, which authorizes the Minnesota Bureau of Criminal Apprehension to perform a background check on you, pursuant to Minnesota Statute 229C.60 et. seq. A \$17.00 fee will be deducted from your first payroll check for this background check. An additional \$15.00 is charged if a federal criminal background check is required, (if you were a resident in another state during the last five years). Your failure to consent to the background check will be considered a voluntary withdrawal of your application for employment. Please return the form to:

Jodie Torkelson
Kasson-Mantorville Schools
101 16th Street NE
Kasson, MN 55944-1610

Thank you for your cooperation.