

## School District of Altoona

### Pre-Employment/Volunteer Background Check Information Sheet

Please Check

- ☐ Applicant
- ☐ Junior Achievement
- ☐ Student Teacher
- ☐ Volunteer

Name \_\_\_\_\_  
Last First M.I.

Other name's (aliases) you have worked under \_\_\_\_\_

Gender ☐ Male ☐ Female Date of birth \_\_\_\_\_

Race ☐ White ☐ Black ☐ Asian or Pacific Islander ☐ American Indian or Alaskan Native

Social Security # \_\_\_\_\_

This information will be used to complete a background check for pre-employment or volunteer purposes. In the case of a pre-employment review, this does not guarantee that an applicant will be offered a job.

I have: (Check all that apply)

- ☐ been convicted of a misdemeanor or felony in Wisconsin or any other state or country
- ☐ an misdemeanor or felony charges pending against me in Wisconsin or any other state or country
- ☐ been dismissed or non-renewed, or have resigned from employment in-lieu-of a potential dismissal or non-renewal

I hereby authorize the Board of Education to make any inquiry of or receive information from any person or organization regarding my suitability for employment or volunteering in the schools; and do hereby give permission to these persons or organizations to provide such information. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications, records or convictions. For and in consideration of the release of such information, I hereby forever waive, release and covenant not to sue any person or organization including the Board of Education, its agents and employees for the result of providing, obtaining, or acting upon such information. I give this waiver, release, and covenant not to sue for myself, my heirs, assigns, and successors in interest forever. I give this waiver, release and covenant not to sue understanding that the information obtained may be such as to disqualify me for employment. I understand that such information is sought with confidentiality, and I will not request copies of such information. I understand that any false statements, incomplete statements, or misrepresentations shall be sufficient grounds for not being hired or for discharge. A copy of this authorization shall be effective as the original.

Acceptance, retention or review of a pre-employment background check by the district does not guarantee that an applicant will be offered a job.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **Background Checks for Volunteers**

The Altoona Board of Education recognizes that volunteers make many valuable contributions to our schools. The Board endorses a volunteer program in the schools subject to suitable regulations and safeguards.

In July 2002, the Altoona Board of Education adopted policy and rules requiring the administration to complete criminal background checks for not only employees and potential employees, but also for volunteers who work at school with students prior to their assignment in the schools.

### **Procedures**

All potential employees and volunteers will provide the required information on the Pre-Employment/Volunteer Background Check Information Sheet

A designated employee conducts the confidential background checks through the Wisconsin Department of Justice. If a conviction or pending charges are found, a determination will be made whether or not to reject the volunteer based upon:

1. The circumstances and nature of the conviction or pending charge, and
2. Whether the circumstances of the conviction or pending charge substantially relate to the nature of the placement.

If further information is needed, the school district may request conviction records not available from the Department of Justice from the arresting police department, county sheriff's department, etc.

If it is determined that a conviction or pending charges do substantially relate to the nature of the placement, a copy of the conviction report will be provided to the volunteer upon request.

Thank you for your cooperation.