



AUXILIARY VOLUNTEER/

COMMUNITY EDUCATION VOLUNTEER/COACH

**DISCLOSURE NOTICE AND AUTHORIZATION
REGARDING BACKGROUND CHECK REPORTS**

(Important: Please read carefully before signing.)

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our volunteer screening process. This may include an inquiry to obtain information regarding your police record and/or motor vehicle record. The primary objective of any investigation will be to verify information you provided on your application or during the interview process in connection with your application for volunteer purposes with Forest Lake Area Schools. A criminal background check report may be obtained at any time during the application process. Upon timely written request to our personnel department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the background check report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required 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)

Social Security # ____ / ____ / ____

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

Current Residence Address:

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

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

(Please include misdemeanor and felony convictions pertaining to Driving History)

If yes, please explain in some detail, including what county and state, and in what year:

I hereby authorize **Forest Lake Area Schools ISD 831** and/or Orange Tree Employment Screening and their agents, without any reservation, to investigate my background as it pertains to information contained in public records, including, but not limited to criminal and/or motor vehicle data. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith. I further authorize ongoing procurement of the types of reports mentioned herein at any time during my engagement (or contract) with Forest Lake Area Schools. A photocopy of this document may be substituted for the original.

Printed Full Name of Volunteer _____ Building _____

Signature of Volunteer _____ Date ____/____/____

(MN/CA/OK Residents Only): Do you wish to receive a copy of your consumer report? Yes ____ No ____

The cost for an Auxiliary Volunteer background check is \$19.95 plus \$10 for each additional alias/maiden name. Attach a check payable to Forest Lake Area Schools.

COMMUNITY EDUCATION VOLUNTEERS/COACHES: Please return this form to Community Education as soon as possible. This form needs to be processed before you can begin. Questions: Call Nancy at 651-982-8110. Thank you.