

**HAYWARD COMMUNITY SCHOOL DISTRICT
BACKGROUND CHECKS
533.1 EXHIBIT**

The Hayward Community School District is dedicated to providing the highest quality education for its students. Be advised that all information provided on and with this application is subject to independent verification.

All investigative information will be kept confidential and released only to those Hayward Community School District personnel with a need to know.

Please be advised that any false statement on this application may be grounds for excluding you, or for termination of employment.

A criminal background check shall be conducted for all persons recommended for employment as administrators, teachers, support staff, substitute teachers, and all other employees, including but not limited to service employees, paraprofessionals and assistants, secretarial/clerical staff, educational interpreters, carpenters/painters, part-time/temporary positions, advisors, and coaches.

Likewise, a criminal background check shall be conducted on any persons who have District approved access to children in supervised or unsupervised settings before they will be allowed to come in contact with students. This includes, but is not limited to, chaperones, volunteers, tutors, mentors, and independent contractors. A background check may be conducted on board- or administration-appointed standing committee or ad-hoc committee members who may come into contact with students in supervised or unsupervised settings.

Information from criminal background checks will not be used or considered in making employment or volunteerism decisions unless a past conviction or circumstance giving rise to a pending charge is substantially related to the circumstances of the particular job/position.

If a criminal records check reveals a conviction, plea of no contest, plea of guilty, or pending charge that the candidate failed to disclose, the findings may constitute cause for dismissal.

LEGAL REF.: Wis. Stat. §§ 111.335 (Arrest or conviction record discrimination; exceptions and special cases)

Approved: 12/13/99
Revised: 08/06/2018

Please complete and return to Hayward Community Schools, 15930 W 5th Street, Hayward, WI 54843

RELEASE OF INFORMATION AUTHORIZATION

I hereby authorize Hayward Community School District, its employees and its agents to verify any information I have provided and investigate my personal history. In accordance with the Fair Credit Reporting Act, I authorize a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I authorize my current and previous employers, educational institutions, and governmental agencies or political subdivisions to give any information requested regarding my employment, character, and qualifications. Any previous employer is also hereby authorized to release any and all documents which, by agreement with me, have been designated as confidential or sealed.

I hereby expressly release and hold harmless Hayward Community School District, their agents, employees and any person or organization who provides information or records relating to me from any and all liability or claiming related to the investigation of my personal employment audit or personal history. I further agree to release and hold harmless any person or entity which provides accurate information to the Hayward Community School District, or its agents in the course of conducting a background check for purposes of employment with the Hayward Community School District.

This release shall be valid for twelve (12) months immediately following the date of my signature below.

In compliance with the Privacy Act of 1974, the following information is provided: The disclosure of your Social Security Number (SSN) is voluntary. However, failure to supply a SSN may result in errors in processing your application. A false statement or a material omission on any part of your application may be grounds for not hiring you, or terminating you from employment. I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me

