



## CRIMINAL HISTORY RECORDS CHECK FORM

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

### Criminal History Records Check Disclosure Statement

#### Important Information – Please Read Carefully

After reading this form, if you are unsure of how to complete it, or if you would like any information clarified, please ask for assistance in Human Resources prior to filling it out.

The responsibility the Wisconsin Rapids Public Schools has to its school children and community necessitates the following information from all volunteers/applicants regarding arrest and conviction records. A record of arrest or conviction does not automatically prohibit association/employment with the District. In accordance with state law and local ordinance, convictions or pending charges will not be used or considered in making an association/employment decision unless the circumstances of the charge of conviction are substantially related to circumstances of the particular job or activity.

**However, failure to complete this form accurately and completely will disqualify a volunteer/applicant from consideration for association/employment or will be cause for dismissal if associated/employed.**

“Arrest record” includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for a felony, misdemeanor, ordinance violation, or other offense, pursuant to any law enforcement or military authority.

“Conviction record” includes, but is not limited to, information indicating that an individual has been convicted of any felony, misdemeanor, or other offence, has been less than honorably discharged, or has been placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority regardless of whether an appeal is pending or could be taken.

**Often a plea of “No Contest” results in a conviction and finding of guilt. Keep in mind that participation in a deferred prosecution program (such as First Offenders) does not necessarily mean your record is clear. As stated above, failure to complete this form accurately and completely will mean disqualification from consideration for association/employment or constitute cause for dismissal if associated/employed.**

If you do not remember all of your arrests and/or convictions, or you are not sure of all of your arrests and/or convictions, or if you simply need help to fully disclose to the District your arrest and/or conviction record(s), please contact the Human Resources Department for assistance.

#### For office use only

DL: \_\_\_\_ FP: y/n DOJ: \_\_\_\_ SO: \_\_\_\_ CCAP: \_\_\_\_ Inserv: \_\_\_\_ S: \_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

List all other names used (maiden, alias, etc): \_\_\_\_\_

Photo ID information (drivers license or passport): Document Title: \_\_\_\_\_

Document #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Ethnicity: \_\_\_\_\_ African American/Black \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ White  
(check one)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ # of Years at Residence: \_\_\_\_\_

List all other **cities/states** you have lived in beginning at the age of 18, including Military & College addresses – use back of sheet if necessary: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

***Volunteers Only***

Do you intend to volunteer on a regular basis in the school\classroom? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you intend to only volunteer for school\class field trips? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Schools reserve the right to limit the number of volunteers on any and all field trips. Completing this form does not guarantee you will be able to attend the field trip.*

Have you ever been convicted of any violations of law; felonies or misdemeanors, other than minor traffic violations? ( In accordance with state law and local ordinance, convictions or pending charges will not be used or considered in making an association/employment decision unless the circumstances of the charge of conviction are substantially related to circumstances of the particular job or activity.) \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you presently have any pending violations of law; felonies or misdemeanors, other than minor traffic violations? ( In accordance with state law and local ordinance, convictions or pending charges will not be used or considered in making an association/employment decision unless the circumstances of the charge of conviction are substantially related to circumstances of the particular job or activity.) \_\_\_\_\_ Yes \_\_\_\_\_ No

(If yes to any of the above, please fill in the information on the following page. If you have more than three convictions or pending charges or need additional space, use a separate sheet.)

## LIST CONVICTIONS AND PENDING CHARGES

1. Charge	Date of arrest of conviction	Court of Conviction
City	State	Length/Terms of probation
Length of jail term		
Incident Summary/Explanation		
2. Charge	Date of arrest of conviction	Court of Conviction
City	State	Length/Terms of probation
Length of jail term		
Incident Summary/Explanation:		
3. Charge	Date of arrest of conviction	Court of Conviction
City	State	Length/Terms of probation
Length of jail term		
Incident Summary/Explanation:		
4. Charge	Date of arrest of conviction	Court of Conviction
City	State	Length/Terms of probation
Length of jail term		
Incident Summary/Explanation		

5. Charge	Date of arrest of conviction	Court of Conviction	
City	State	Length/Terms of probation	Length of jail term
Incident Summary/Explanation			
6. Charge	Date of arrest of conviction	Court of Conviction	
City	State	Length/Terms of probation	Length of jail term
Incident Summary/Explanation			

### AUTHORIZATION

I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the Wisconsin Rapids Public Schools. I understand that my association/employment is not finalized until the Criminal History Records Check has been completed.

I certify that the answers given by me in this disclosure form are complete, true, and correct without representations or omissions of any kind. ***I further understand that the making of any false or misleading statement or omission from or on this disclosure form, or any other document will be used to deny me association/employment, or if associated/employed, used for discipline, including termination from association/employment.***

I understand that the District shall not be held liable in any respect if my association/employment is terminated because of false or incomplete statements, answers or omissions made by me on the disclosure form or any other document. In consideration of the school district's review of the document, I hereby release the District, its Board, and its agents, as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of information. A copy of this authorization and release is as valid as the original and shall be recognized as such.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date