



DEFINING EXCELLENCE

## BACKGROUND CHECK PROCEDURE AND FORM FOR PROSPECTIVE VOLUNTEERS AND/OR INDEPENDENT CONTRACTORS

Minnesota law requires school districts to request a criminal background check from the Minnesota Bureau of Criminal Apprehension. Edina Public Schools is using an outside employment screening agency to facilitate this process. The requirement is for all prospective volunteers and independent contractors who may have student contact without a district employee present. The current fee for the background check is \$15.00. Please submit a check or money order made payable to "Edina Public Schools."

The following named individual wishes to volunteer or serve as an independent contractor with Edina Public Schools. Please provide the following information (please print):

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number, State of Issuance: \_\_\_\_\_

Maiden, Alias or Former Name(s): \_\_\_\_\_

Location, Activity, and Approx. Date(s): \_\_\_\_\_

Please provide former addresses for past 7 years:

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By my signature, I authorize the Minnesota Bureau of Criminal Apprehension, and outside agency, to disclose criminal history record information to the Human Resources Department of Edina Public Schools in accordance with Minnesota Statutes, Section 123B.03 for the purpose of employment with the district. The authorization is valid no longer than one year from the date of my signature.

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

\_\_\_\_\_  
Date

**For Office Use Only:** Date submitted to agency: \_\_\_\_\_ Date verified: \_\_\_\_\_