

TO: Potential Volunteers for ISD 279 Osseo Area Schools  
FROM: Human Resources  
RE: Background Check

ISD 279 Osseo Area Schools may conduct a criminal history background check on all adults responsible for individual or groups of students.

As the subject of the background check request, you have the following rights:

- To be informed that a background check is being requested for the purpose of volunteering with Osseo Area Schools. Acceptance of volunteer status is contingent on the result of the background check.
- To be informed that a background check is being requested to determine if you have been convicted of any of the crimes pursuant to the Minnesota Child Protection Background Check Act, Minnesota Statutes §299C.60, et. Seq.
- To be informed by Osseo Area Schools of the response from the BCA or any out of state criminal agencies to the background check request.
- To obtain from Osseo Area Schools a copy of the background check report.
- To challenge the accuracy and completeness of any information contained in the background check report or record pursuant to Minnesota Statutes §13.04(4).
- To be informed by Osseo Area Schools if your application to be volunteer at Osseo Area Schools or to continue as a volunteer has been denied because of the background check.

**Please complete the attached Background Authorization Investigation Form and return it to the Human Resources Department at the Educational Service Center in the pre-addressed envelope provided.**

Ph: (763) 391-7007  
Fx: (763) 391-7224

11200 93rd Avenue N.  
Maple Grove, MN 55369

[district279.org](http://district279.org)

**I.S.D. #279 Osseo Area Schools  
Background Authorization Investigation Form**

Independent School District 279 Osseo Area Schools may conduct a criminal background check as part of the volunteer screening process. The background check is conducted pursuant to Minnesota State Statutes §123B.03 and §299C.60.

**PLEASE PRINT:**

Full Name of Applicant:

\_\_\_\_\_

Last	First	Middle
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Maiden, Previous, Alias: \_\_\_\_\_ Year changed: \_\_\_\_\_

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

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

Have you ever been arrested for, charged with, or convicted of a felony or misdemeanor crime?

**Felony:** \_\_\_no \_\_\_yes: year, state & county: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Misdemeanor:** \_\_\_no \_\_\_yes: year, state & county: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

List resident addresses for the past 5 years:

Street Address	City	State	Zip	From(mo/yr)	To(mo/yr)
_____					
_____					
_____					

I authorize Osseo Area School District 279 and/or Orange Tree, Inc. and their agents to investigate my background as it pertains to consideration for volunteering. I release all persons, companies or corporations furnishing such information from liability and responsibility. A photocopy of this document may be substituted for the original.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

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

\_\_\_\_\_  
Date

Applicant is a volunteer at \_\_\_\_\_  
School/Program

**Please complete this Background Authorization Investigation Form and return it to the Human Resources Department at the Educational Service Center in the pre-addressed envelope provided to the address:  
Human Resources Department, Educational Service Center, 11200 93<sup>rd</sup> Avenue North, Maple Grove, MN 55369.**