

**KARI KOSKINEN MANAGER BACKGROUND CHECK ACT
DATA PRIVACY NOTICE**

***PLEASE READ THIS ADVISORY BEFORE PROVIDING THE INFORMATION
REQUESTED ON THIS FORM***

You are being asked to provide information which includes private and/or confidential information under the Minnesota Government Data Practices Act. This information is required in order to perform a background check on you in relation to your application for employment/reassignment as a _____.

This information will be used to assist in performing the background check and in the decision making process regarding your application for employment/reassignment as a _____.

You are not legally required to provide the information and you may refuse to provide some or all of the information requested. However, we will not be able to effectively perform a background check on you if you do not provide sufficient information, and will not be able to process your application or consider you for employment/reassignment as a _____.

With some exceptions, unless you consent to further release of private information, access to this information will be limited to individuals whose jobs reasonably require access to this information. However, state and federal law authorize release of private information without your consent:

- * to the Commissioner of the Department of Employee Relations (Minnesota Statutes Chapter 43A);
- * to labor organizations to the extent necessary to implement state law governing labor relations (Minnesota Statutes Chapter 13.43);
- * drug-test results may be used in certain limited circumstances, but drug test results may not be used as evidence in a criminal action. (Minnesota Statutes Chapter 181.954);
- * to state and federal revenue authorities for tax purposes;
- * to child support enforcement authorities in this or another state (Minnesota Statutes Chapter 256.978);
- * if required by court order, or authorized by other state or federal law;
- * to the complainant or the subject of the complaint if necessary to resolve this complaint; or in an administrative or court hearing.

Requester:

List name and address of college/university:

Contact Person: _____

Telephone Number: _____

_____ **We are requesting a federal background check on this individual as well.** (Please check this space if requesting a federal check and attach a fingerprint card. Note that a federal check will take between six and eight weeks.)

Applicant/Employee:

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Last Name (please print): _____
2. First Name (please print): _____
3. Full Middle Name (please print): _____
4. Maiden, Alias or Former Name(s) (please print): _____
5. Date of Birth: _____
6. Social Security Number: _____
7. Sex (M or F): _____
8. A fully-rolled set of your fingerprints on an FBI applicant card. (Provide only if a federal background check is requested).

Applicant/Employee Consent: A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes Chapters 299C.67 to 299C.71. By signing this form, you are consenting to the background check, and to _____ (College/University) access to any criminal data maintained in the above described files that applies under the statute.

I consent to this background check and to the release of the results of the check to _____ College/University.

(Signed) _____

(Date) _____

My consent shall expire one year from the date of my signature.

I also understand that I have the following rights:

1. The right to be informed that the College/University will request a background check on a manager (as defined in Minnesota Statutes Chapter 299C.67, Subdivision 4) to determine whether the manager has been convicted of a crime specified in Minnesota Statutes Chapter 299C.67, Subdivision 2;
2. The right to be informed by the College/University of the response to the background check, and to obtain from the College/University a copy of the background check report;
3. The right to obtain from the Bureau of Criminal Apprehension any record that forms the basis for the report;
4. The right to challenge the accuracy and completeness of information contained in the report or record under Minnesota Statutes Chapter 13.04, Subdivision 4; and
5. The right to be informed by the College/University if my application to be employed by the College/University, or to accept reassignment to the covered position, has been denied because of the result of the background check.