



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To Prospective Employees and Volunteers:

This form is intended for the safety of our community and our children. As a prospective employee or volunteer for the School District of Manawa we would appreciate the opportunity to ask our Police Department and the Dept. of Justice to run a background check. All information will be confidential between the Police Department and the Administration of the Manawa School District. Any information received will be shared with the applicant upon request.

Please print legibly your Full Legal Name below:

First: _____ **Middle:** _____ **Last:** _____
ALL Previous Names: _____

Please list your addresses from the last 10 years below (submit an additional page if not enough space). Indicate "N/A", if not applicable or "None":

Current Address: _____

Previous Address: _____

Previous Address: _____

Previous Out-of-State Addresses: _____

Have you lived outside of the **United States** within the **last 10 (ten) years**? Yes/ No (Circle one).

Have you ever been convicted of a **felony**? Yes / No (Circle One)

If yes, explain: _____

DOB: _____ (MM/DD/YYYY) **Gender** (Circle One): Male / Female

Race (Circle one): White, Asian, Black, Hispanic, American Indian/Alaskan, Haw/Pacific Islander

Current email address and phone number: _____

Incomplete forms could possibly be returned. Thank you for your cooperation!

Please indicate your consent with full signature below:

SIGNATURE: _____ **TODAY'S DATE:** _____

**School District
of Manawa**

800 Beech Street
Manawa, WI 54949
Phone: (920) 596-2525
Fax: (920) 596-5308

District Administrator: Ryan M. Peterson

**Little Wolf High School
Manawa Middle School**

515 E. Fourth St
Manawa, WI 54949
Phone: (920) 596-5800
Fax: (920) 596-2655

Principal: Michelle Johnson

**Manawa
Elementary**

800 Beech Street
Manawa, WI 54949
Phone: (920) 596-5700
Fax: (920) 596-5308

Principal: Danni Brauer

ManawaSchools.org



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DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR VOLUNTEER PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for volunteer and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, the School District of Manawa (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- A “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making a volunteer-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- An “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under FRCA, before the Company can obtain a consumer report or investigative consumer report about you for volunteer purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FRCA.

<https://www.consumer.ftc.gov/articles/pdf-0111-fair-credit-reporting-act.pdf>

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