

Background Investigation

Use this form when the Employee/Volunteer/Coach/Student Teacher enters their own information into the database.

* DIRECTIONS *

To expedite processing of your background check, please follow these steps:

1. Complete all information requested below. *Do not skip any questions.*
2. Have your credit card available for payment. The fees are as follows:

* **Employee** - \$22.75 - Employee includes all EMPLOYEES and SUBSTITUTES

* **Volunteer** - \$14.00 - Volunteer includes all VOLUNTEERS-CHAPERONES/COACHES/STUDENT TEACHERS.

* **Minor (under age 18)** - \$5.00

** Applicants who have lived out-of-state will incur an extra fee for your search, depending on the state(s) you have lived in. Initially the system will charge an extra \$10 for your search, but final cost will be determined once you have entered all information into the background screening database and will be billed to you accordingly.*

3. Completed authorization forms and extra fees must be **hand delivered or mailed ON OR BEFORE YOUR FIRST DAY** to the following person:

VOLUNTEER = Deliver to the building you will be volunteering at.
COACH = Deliver to your Athletic Director.
STUDENT TEACHER = Deliver to the Secretary in the building where you will be student teaching.
EMPLOYEE = Deliver to Human Resources (see address at the bottom of this page).

Information requested below is needed to process your background information. This information is kept strictly confidential and is only accessible to those who have a need to know.

Please Type/Print Clearly

School: Parkside Elementary

Job Title or Volunteer: _____ Telephone #: _____

Last Name: _____ First Name: _____ Middle Name: _____

E-mail Address: _____

Student Name: _____ Relationship _____

Buffalo-Hanover-Montrose School District
Attn: Human Resource Department
 214 1st Avenue NE
 Buffalo, MN 55313

HR Office Hours: Monday-Friday (7:30 am - 4:00 pm)
Questions: 763-682-8712

☐ Date entered in T.E. _____ ☐ Date Printed _____