

CITY OF KETTLE RIVER

Background Check

Data Practices Advisory for Protected Information

READ THIS ADVISORY BEFORE COMPLETING THE "CONSENT FOR RELEASE OF INFORMATION" AND PROVIDING PROTECTED INFORMATION ON THE SECOND PAGE.

As an applicant for employment or as a current employee with the City of Kettle River, you are being asked to provide information about yourself that will be used to evaluate your suitability for employment.

The purpose and intended use of the data requested on the reverse side is to conduct the eligibility for a position. A background and driver's inquiries which the City uses to establish your eligibility for a position. A background and driver's license check is conducted to determine whether there are any job-related factors that affect your suitability for employment.

Data We Have Requested

1. All names you are known by or have been known by
2. Date of Birth
3. Gender
4. Driver's license number(s)

Intended Use

1. To conduct a criminal history & check
2. To access driver's license & criminal data
3. To access driver's license & criminal data
4. To access driver's license data

This data will be used solely for the above-mentioned purposes. This data will be forwarded to the appropriate City staff as determined necessary for completion of the background check.

You are not legally required to provide the requested information, However, if you do not, the City of Kettle River will be unable to conduct the required background inquiries and will not be able to consider you for employment. Current employees that fail to provide the requested information may be subject to discipline.

I _____, have read and understand the information stated above.

Signature of Applicant

Date

Printed Name of Applicant

CITY OF KETTLE RIVER

Consent for the Release of Information

In Accordance with MSA 13.05, Subd. 4(d)

I _____, (please print), authorize all requested agencies to release criminal history data, as defined by Minnesota Statute 13.87, subd. 1 and driver's license and traffic record data to the authorized personnel of the City of Kettle River. I understand that some of this data may be classified as private data under Minnesota Statutes and I hereby give my informed consent to the release of that private data by the authorized agency to the City of Kettle River.

This consent for the release of data is for the purpose of determining my suitability for or continued employment with the City of Kettle River. This information cannot be used for any other purposes.

This authorization may be revoked in writing by me at any time and is not valid for more than one year from the date stated below.

Signature of Individual Authorizing Release
Date

Complete the following information:

Full Name (Please Print) _____

Home Address: _____

Date of Birth: _____ Gender _____

List All States in Which You Have Held a Driver's License

Driver's License Number _____ State Issued _____

Driver's License Number _____ State Issued _____

Driver's License Number _____ State Issued _____

Please list any other names you are or have been known by: _____

I certify that all statements by me on this form are true and complete. I understand that any false statements for omissions on this form shall be sufficient cause for rejections of my application or dismissal. Current employees that fail to provide the requested information may be subject to discipline.

I hereby authorize the City of Kettle River to use this information to determine my suitability for employment or continued employment.

Applicant Signature
Date

Job Title
Notary