

**FILE: GCDA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: August 19, 1993**      **FILE SECTOR: PERSONNEL**  
**DATE REVISED: June 15, 2000**      **POLICY TITLE: CRIME INFORMATION**  
**DATE REVISED: November 18, 2004**      **RECORDS CHECK**  
**DATE REVISED: December 15, 2005**  
**DATE REVIEWED: November 15, 2012**  
**DATE REVISED: February 16, 2017**

Prior to the appointment of any person to a paid or volunteer position with the Medford Area Public School District, the district administrator or his/her designee will conduct a crime information records check through Background Investigation Bureau.

If a crime records check reveals a conviction or pending charge, which the candidate failed to disclose as required on the district application form, his/her application for employment may be rejected.

If the crime records check confirms a conviction or pending charge, which the candidate acknowledged on the application form, a determination shall be made in consultation with administration, board of education, local police authorities and/or legal counsel whether to approve the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

**CROSS REFERENCE: IICC**

**LEGAL REFERENCE: §111.335 Wis. Stats.**

**Medford Area Public School District**

**Crime Information Records Check**

I acknowledge that I have received a copy of the Medford Area Public School District's policy GCDA - Crime Information Records Check.

I hereby consent to a crime information records check and understand that receipt of satisfactory results is a condition of employment.

Full Name (First, Middle, Last): \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Sex:  Male  Female

Race:  White  Black  Asian or Pacific Islander  American Indian or Alaskan Native

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date