



HUMAN RESOURCES
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55428

PHONE: 763.593.8096 / FAX: 763.593.8109

**DATA PRACTICES ADVISORY-
CRIMINAL HISTORY FORM**

READ THIS ADVISORY BEFORE COMPLETING THIS FORM:

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

The Minnesota Government Data Practices Act requires you to be informed that the following information which you have been asked to provide on the attached form is considered private data:

1. Your full name;
2. Any and all previous names by which you are known, regardless of whether or not they were your legal names;
3. Your date of birth;
4. Your gender; and
5. Your criminal history data maintained by agencies, political subdivisions and state-wide systems.

The purpose and intended use of this data is to conduct the background inquiries which this City uses to establish your eligibility to be hired for a position. The specific use for each category of data is described below:

1. To conduct a thorough and complete criminal history and felony background check, all names by which an applicant is or has been known must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to access criminal history data, date of birth and gender information must be supplied.
4. A complete criminal history and driver's license check are conducted to determine whether there are any job-related factors which affect your suitability for employment. Driver's license checks only affect those positions which require that the employee drive during to perform the job.

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

You are not legally required to provide the requested information. However, if you do not, the City of Golden Valley 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.
(Print Name)

Signature

Date

**INFORMED CONSENT-RELEASE FOR CRIMINAL HISTORY
CITY EMPLOYEE/VOLUNTEER**

In accordance with MSA13.05 Subd. 4(d) and City of Golden Valley Ordinance No.185 Section 10.84, I hereby authorize all requested agencies to release criminal data, as defined by Minnesota Statute 13.87 Subd. 1 and driver's license and traffic record data to the Police Department and authorized personnel of the City of Golden Valley. 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 Golden Valley Police Department and its consultants.

This information is being requested by the City for the purpose of determining my suitability for or continued employment with the City of Golden Valley. This information cannot be used for any other purposes.

This authorization may be revoked in writing by me at any time and in no event will it be valid for more than one year from the date below.

Name _____		
First	Middle	Last
Position for which you are applying _____		
Date of Birth _____		Social Security Number _____
<small>(Mo./ Date/Year)</small>		
Other Names Previously Used _____		
Drivers License Number _____		State of Issuance _____
Sex	M _____	F _____
SIGNATURE _____		DATE _____
JOB TITLE _____		SUPERVISOR _____

FOR POLICE DEPARTMENT USE ONLY

Minnesota Drivers License

____ Valid
____ Class

MINCIS/NCIC

____ Clear

Criminal History Search

____ No Criminal History Exists
____ Criminal History Exists

Completed By _____
Date Processed _____



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**DISCLOSURE FORM AND NOTICE TO APPLICANTS
FOR A POSITION WHICH WORKS WITH YOUTH**

Individuals who provide guidance, instruction, supervision, leadership or other assistance to children, youth and/or vulnerable adults (among others) are required to submit to a background screening.

DISCLOSURE BY APPLICANT

1. Have you ever been convicted of a child abuse crime, murder, manslaughter, felony level assault or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, or a prostitution-related crime? _____ Yes _____ No
2. If your answer to Question No. 1 is yes, please describe the crime of which you were convicted and the particulars of the conviction: _____

NOTIFICATION TO APPLICANT

You are hereby notified pursuant to Minnesota Statutes section 299C.62, subd. 2(a)(2) that the City of Golden Valley will request a criminal background check pursuant to the Child Protection Background Check Act.

According to Minnesota Statutes 299C.62 (2003) applicants or employees who work with children, youth and/or vulnerable adults who are the subject of a background check request have the following rights:

- (1) The right to be informed that the City of Golden Valley will request a background check:
 - (i) For purposes of the children's service worker's application to be employed by or volunteer with or for purposes of continuing as an employee or volunteer; and
 - (ii) To determine whether the children's service worker has been convicted of any crime specified in section 299C.61, subdivision 2 or 4;
- (2) The right to be informed by the City of Golden Valley of the Police Department's and/or Bureau of Criminal Apprehension's response to the background check and to obtain from the City a copy of the background check report;
- (3) The right to obtain from the Police Department and/or Bureau of Criminal Apprehension any record that forms the basis for the report;
- (4) The right to challenge the accuracy and completeness of any information contained in the report or record pursuant to Minnesota Statutes section 13.04, subdivision 4;
- (5) The right to be informed by the City of Golden Valley if the children's service worker's application to be employed with, volunteer with, or to continue as an employee or volunteer, has

been denied because of the Police Department's and/or Bureau of Criminal Apprehension's response; and

(6) The right not to be required directly or indirectly to pay the cost of the background check.

I, _____, have read and understand the information stated above and hereby consent to the City's obtaining my criminal record for the purposes set forth above.

(Print Name)

Signature

Date