

# LAKES INTERNATIONAL LANGUAGE ACADEMY (L.I.L.A.)

## Volunteer Form

246 11<sup>th</sup> Avenue SE, Forest Lake, Minnesota 55025 U.S.A.  
(651) 464-0771 fax: (651) 464-4429 www.lakesinternational.org

Personnel Use Only  
Background Check \_\_\_\_\_

What is your relation to the school?

- Parent /Guardian of Student    Friend of Student    Grandparent of Student  
 Uncle/Aunt of Student    Sibling of Student    Other \_\_\_\_\_

Name of Student/s \_\_\_\_\_

### I. PERSONAL INFORMATION:

1. NAME: \_\_\_\_\_  
(First) (Last Name)
2. ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_
3. CONTACT NUMBERS: Day phone #: \_\_\_\_\_ Evening #: \_\_\_\_\_  
Cell phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### II. BACKGROUND INFORMATION

1. Have you ever been convicted of any of the following crimes in Minnesota or other state? (child abuse crimes, murder, manslaughter, felony assault, felony assault against a minor, kidnapping, arson, criminal sexual assault and any prostitution related crimes)  
 Yes or  No If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation.
2. Have you ever been convicted of a felony?  Yes or  No  
If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation.
3. Have you ever been convicted of a misdemeanor?  Yes or  No  
If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation.
4. Are there any criminal charges or proceedings pending against you in Minnesota or any other state?  Yes or  No  
If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation.

**IMPORTANT NOTE:** Minnesota Statutes 123B.03 requires that L.I.L.A. obtain a criminal history background check from the Minnesota Bureau of Criminal Apprehension (BCA) on all volunteers. Volunteering with L.I.L.A. will be conditional upon satisfactory completion of the criminal history background check. **The cost to you for the criminal history background check is \$15.00, payable by check or money order to "MN BCA". Please complete Criminal History Background Check Consent Form and attach check and form to application.**

### III. CERTIFICATION AND ACKNOWLEDGEMENT AND RELEASE

I certify that the answers I have given on this volunteer form are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me for volunteering.

\_\_\_\_\_  
Signature (Do Not Print)

\_\_\_\_\_  
Date



Lakes International  
LANGUAGE ACADEMY

Lakes International Language Academy (L.I.L.A.)  
246 11<sup>th</sup> Avenue SE  
Forest Lake, MN 55025

**Criminal History Background Check Consent Form**

The following named individual has made application with this agency for the following position:

<b>Last Name of Applicant</b>	<b>First Name of Applicant</b>	<b>Middle Name of Applicant</b>
<b>Maiden Name/Previous Names</b>	<b>Gender</b> <input type="checkbox"/> Male or <input type="checkbox"/> Female	<b>Date of Birth</b>
<b>Social Security Number (Optional)</b>	<b>Remember to include a check for \$15.00 made out to "MN BCA"</b>	

Minnesota Statute-123B.03 Background check.

Subdivision 1. Background check required. (a) A school hiring authority, as defined in subdivision 3, shall request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in the school, as defined in subdivision 3. In order to be eligible for employment, an individual who is offered employment must provide an executed criminal history consent form and a money order or check payable to either the Bureau of Criminal Apprehension or the school hiring authority, at the election of the school hiring authority, in an amount equal to the actual cost to the Bureau of Criminal Apprehension and the school district of conducting the criminal history background check. A school hiring authority electing to receive payment may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and shall pay the superintendent of the Bureau of Criminal Apprehension directly to conduct the background check. The superintendent of the Bureau of Criminal Apprehension shall conduct the background check by retrieving criminal history data maintained in the criminal justice information system computers. A school hiring authority, at its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the State Board of Teaching or the commissioner of education within the 12 months preceding an offer of employment.

(b) A school hiring authority may use the results of a criminal background check conducted at the request of another school hiring authority if: (1) the results of the criminal background check are on file with the other school hiring authority or otherwise accessible; (2) the other school hiring authority conducted a criminal background check within the previous 12 months; (3) the individual who is the subject of the criminal background check executes a written consent form giving a school hiring authority access to the results of the check; and (4) there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment.

(c) A school hiring authority may, at its discretion, request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee. In order for an individual to enter a school or its grounds under this paragraph when the school hiring authority elects to request a criminal history background check on the individual, the individual first must provide an executed criminal history consent form and a money order, check, or other negotiable instrument payable to the school district in an amount equal to the actual cost to the Bureau of Criminal Apprehension and the school district of conducting the criminal history background check. Notwithstanding section 299C.62, subdivision 1, the cost of the criminal history background check under this paragraph is the responsibility of the individual.

(d) For all nonstate residents who are offered employment in a school, a school hiring authority shall request a criminal history background check on such individuals from the superintendent of the Bureau of Criminal Apprehension and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. Such individuals must provide an executed criminal history consent form and a money order, check, or other negotiable instrument payable to the school hiring authority in an amount equal to the actual cost to the government agencies and the school district of conducting the criminal history background check. Notwithstanding section 299C.62, subdivision 1, the cost of the criminal history background check under this paragraph is the responsibility of the individual.

Subd. 2. Conditional hiring; discharge. A school hiring authority may hire an individual pending completion of a background check under subdivision 1 but shall notify the individual that the individual's employment may be terminated based on the result of the background check. A school hiring authority is not liable for failing to hire or for terminating an individual's employment based on the result of a background check under this section.

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to:  
**Lakes International Language Academy** for the purpose of employment with this agency.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant	Date:	In Witness Hereof	Date:
		Kim Paugel, Finance and Payroll-L.I.L.A	