



NOTICE OF INTENT TO COLLECT PRIVATE DATA (TENNESSEN)

Volunteer Background Check

In accordance with the Minnesota Government Data Practices Act, the City of Roseville is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not to the public; the personal information we collect about you is private. The following information is considered private: name, address, home phone number, gender and age. The information we collect will be used to distinguish you from other applicants and identify you in our program records; as well as enable us to contact you.

The City of Roseville, and Background Investigation Bureau (BIB), as its vendor, will obtain consumer reports, as indicated below, for the purpose of allowing the City to make informed decisions on my application for volunteering.

I understand that the data obtained through this background check will be accessed by authorized personnel whose jobs reasonably require access. This may include vendor personnel, Human Resources, background check administrators and others as allowed under State or Federal law.

I understand that I am not legally required to give my consent, but that if I do not, I will be removed from consideration for volunteering. I understand that I have an obligation to fully and accurately provide all information requested for background check purposes. I further understand that misrepresentation or omission of information will be sufficient cause, in and of itself, for rejection or dismissal whenever discovered. A criminal background history does not automatically disqualify you from becoming a volunteer for the City.

I have reviewed and understand the contents of this document.

Applicant Name: _____ Applicant Signature: _____

Date: _____ Email Address: _____

Driver's License Information: _____
State License #

Scope of Background Check:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Multi-jurisdictional Criminal Background check | <input checked="" type="checkbox"/> National Sex Offender Registry Check |
| <input checked="" type="checkbox"/> County Criminal Search | <input type="checkbox"/> Employment History & Verification |
| <input checked="" type="checkbox"/> National Criminal Background Check | <input type="checkbox"/> Reference Checks |
| <input checked="" type="checkbox"/> Federal Criminal Background Check | <input type="checkbox"/> CDL/Driver's License Verification & Record |
| <input checked="" type="checkbox"/> Social Security Number & Address Verification | <input type="checkbox"/> Professional License Verification |
| <input type="checkbox"/> Credit Report | <input type="checkbox"/> FBI Fingerprint Check |
| <input type="checkbox"/> Education Verification | <input type="checkbox"/> Military Records |
| <input type="checkbox"/> DOT Employment Verification | |

NOTICE TO PERSONS UNDER AGE OF 18

Some of the information you are asked to provide is classified as private under state law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,
- Whether denying access may protect you from physical or emotional harm,
- Whether there is reasonable grounds to support your reasons, and
- Whether the data concerns medical, dental, or other health services provided under Minn. Stat. 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

REQUEST TO WITHHOLD INFORMATION

I request that the following information: _____

Be withheld from: _____

For these reasons: _____

Date: _____ Print Name: _____ Signature: _____