

## BACKGROUND INFORMATION DISCLOSURE (BID)

**FOR OFFICE USE ONLY:**

Background check requested on \_\_\_\_\_ by \_\_\_\_\_

This document, when completed, will be used by the Brown County Human Resources Department for the sole purpose of conducting necessary background checks on potential candidates for positions with Brown County. Retention of this personal data will be kept separate from applications and will remain in the confidential files of the Brown County Human Resources Department.

Providing your social security number (SSN) is voluntary; not providing it could result in an information processing delay. Personal information you provide may be used for secondary purposes [Privacy Law, Wis. Stat. §15.04(1)(m)].

**POSITION APPLIED FOR:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**PLEASE PRINT OR TYPE YOUR ANSWERS. ATTACH ADDITIONAL PAGES IF NEEDED.**

**Check the box that applies to you.**

Current or Prospective Employee / Contractor

Other – Specify:

Volunteer

Name – (First and Middle)	Name – (Last)	Position Title (If applicable)		
Any Other Names By Which You Have Been Known (Including Maiden Name)			Birth Date	Gender (M / F)
Home Address		City	State	Zip Code
Name and address of Potential Employer, licensing Agency, Certifying Agency, or the child care center at which you reside or will reside.				

<b>SECTION A – ACTS, CRIMES, AND OFFENSES THAT MAY ACT AS A BAR OR RESTRICTION</b>	<b>YES</b>	<b>NO</b>
<p>1. Do you have any criminal charges pending against you, including in federal, state, county, local, military, and tribal courts?</p> <p style="margin-left: 20px;">➤ If <b>Yes</b>, list each charge, when it occurred or the date of the charge, and the city and state where the court is located.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Were you ever convicted of any crime anywhere, including in federal, state, local, military and tribal courts?</p> <p style="margin-left: 20px;">➤ If <b>Yes</b>, list each charge, when it occurred or the date of the charge, and the city and state where the court is located</p>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B – OTHER REQUIRED INFORMATION	YES	NO
2. Have you resided outside of Wisconsin in the last 5 years?  ➤ If <b>Yes</b> , list each state and the dates you lived there.	<input type="checkbox"/>	<input type="checkbox"/>

**A “NO” answer to all questions does not guarantee employment, residency, a contract, or regulatory approval.**

I understand, under penalty of law that the information provided above is truthful and accurate to the best of my knowledge. I understand that knowingly providing false information or omitting information may result in a forfeiture and other sanctions as provided by law.

<b>SIGNATURE</b>	Date Signed
------------------	-------------