

Board Policy Adopted: 02/20/2024

Revised:

Approved by: LJA's Board of Directors

Section:

Laura Jeffrey Academy Background Check Policy

All Staff, Volunteers & Contractors:

- Must submit a background check before interacting with youth. Background checks are good for 2 years. (Ages 18+ only)
- Complete the Background Check Form

Pursuant to the Minnesota Child Protection Background Check Act (Minn. Stat. §§299C.60-299.64), Laura Jeffrey Academy will perform a background check to determine whether you are the subject of any reported conviction for a “background check crime”.

Data privacy requires that we inform you that you do not need to provide this information. However, if you choose not to provide information to Laura Jeffrey Academy we will no longer consider your application. Any omission or false representation will result in rejection of your application, or in the termination of your position.

Information that Laura Jeffrey Academy will request is as follows:

LAST Name, FIRST Name, MIDDLE Name

Birth Date (Month/Day/Year)

(Optional) Social Security #

Maiden, Alias or Former Name

I hereby allow Laura Jeffrey Academy to perform a check of my background, including: criminal record, past employment/volunteer history, educational/professional status, personal references, and other persons as appropriate for the position in which I have expressed an interest.

I understand that information collected during this background check will be limited to that appropriate for determining my suitability for particular types of work, and that all such information collected during the check will be kept confidential.

Signature