Minnesota State University, Mankato
Background Check Policy

Certain statutes require that Minnesota State University, Mankato conduct criminal background checks on employees. (Minn Stat 299C.66 to 299C.71 – Kari Koskinen Manager Background Check Act, and Minn Stat 148A – Psychotherapist Checks).

You have certain rights under the criminal background check laws including:

1) to be informed that we are requesting a background check;
2) to be informed of the response to the background check and to obtain a copy of the report obtained;
3) to obtain from the superintendent of the Bureau of Criminal Apprehension any record that forms the basis of the report;
4) the right to challenge the accuracy and completeness of information contained in the report; and
5) the right to be informed if an application for employment has been denied as a result of the background check.

The law requires that if the applicant / employee has lived in Minnesota for less than ten years, the Minnesota Bureau of Criminal Apprehension (BCA) and the Federal Bureau of Investigation (FBI) must conduct a national criminal records search. In these situations, the university must provide a set of the applicant’s / employee’s fingerprints along with a Data Privacy and Consent form to the BCA. The Act requires that the employer pay for the security background check.

Applicants who fail background checks or have criminal backgrounds that preclude employment in certain positions shall have offers of employment withdrawn. Prior to withdrawal of employment offers, the university may wish to explore other options such as possible employment in other positions that are not affected by the criminal background. Current employees who are seeking to transfer or bid on a covered position and fail the background check will not be allowed to exercise bidding rights, or to accept reassignment to a covered position. Records pertaining to background checks will be placed in the employee personnel files and maintained in accordance with campus retention schedules.

By completing and signing the consent form on the opposite page of this policy, you authorize Minnesota State University, Mankato to request criminal background check information related to you.
CONSENT FORM

Employer:

Minnesota State University, Mankato
Human Resources
336 Wigley Administration Center

Contact Person: Johanna Simpson
Personnel Assistant

Phone Number 389-2017

☐ We are requesting a federal background check on this individual as well.
(Please check this space if requesting a federal check and attach a fingerprint card. Note that a federal check will take between six and eight weeks.

Applicant/Employee:

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Last Name (please print)__________________________________________

2. First Name (please print)__________________________________________

3. Full Middle Name (Please print)____________________________________

4. Maiden, Alias or Former Name(s) (please print)_______________________

5. Date of Birth_____________________________________________________

6. Social Security Number____________________________________________

7. Sex (M or F)_______________________________________________________

8. A fully-rolled set of your fingerprints on an FBI Applicant card. (Provide only if a federal background is requested)

Applicant/Employee Consent: A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation’s Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes Chapters 299C.67 to 299C.71. By signing this form, you are consenting to the background check, and Minnesota State University, Mankato access to any criminal data maintained in the above described files that applies under the statute.

I consent to this background check and to the release of the check to Minnesota State University, Mankato.

(Signed)__________________________________________________________

(Date)___________________________________________________________