

**MADISON METROPOLITAN SCHOOL DISTRICT  
EXTERNAL RESEARCHER DISCLOSURE STATEMENT**

**IMPORTANT INFORMATION – PLEASE READ CAREFULLY**

**After reading this form, if you are unsure of how to complete it, or if you would like any information clarified, please ask for assistance in Human Resources before filling it out.**

The responsibility the Madison Metropolitan School District (MMSD) has to its school children and community necessitates the following information from all external researchers regarding arrest and conviction records. A record of arrest or conviction does not automatically prohibit conducting research. **Failure to complete this form accurately and completely will disqualify an applicant from consideration for conducting research.**

“Arrest record” includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for a felony, misdemeanor ordinance violation, or other offense, pursuant to any law enforcement or military authority.

“Conviction record” includes, but is not limited to, information indicating that an individual has been convicted of any felony, misdemeanor, or other offense, has been less than honorably discharged, or has been placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority regardless of whether an appeal is pending or could be taken. **Expungement of a conviction record does not eliminate the requirement to disclose the conviction.**

**Often a plea of “No Contest” results in a conviction and finding of guilt. Keep in mind that participation in a deferred prosecution program (such as First Offenders) does not necessarily mean your record is clear. As stated above, failure to complete this form accurately and completely will mean disqualification from consideration for conducting research.**

If you do not remember all of your arrests and/or convictions, or you are not sure of all of your arrests and/or convictions, or if you simply need help to fully disclose to the District your arrest and/or conviction record(s), please contact the District’s Employment Unit for assistance by calling (608) 663-1693.

To ensure prompt processing, please complete and return this form to the Department of Human Resources, care of Rick Cruz, via email (rcruz@madison.k12.wi.us), fax (608-204-0346), or in-person (Room 133, Doyle Building, 545 W. Dayton St.).

**AUTHORIZATION**

I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the Madison Metropolitan School District (MMSD). I understand that I may not begin research until the background investigation has been completed, I have been informed of its approval, and I have made payment to MMSD for the cost of making a records check.

I certify that the answers given by me in this disclosure statement are complete, true, and correct without misrepresentations or omissions of any kind. I further understand that the making of any false or misleading statement or omission from or on this disclosure form, or any other document, will be used to deny me access to complete research in MMSD.

I understand that the District shall not be held liable in any respect if my research access is terminated because of false or incomplete statements, answers or omissions made by me on the disclosure form or any other document. In consideration of the school district’s review of the document and consideration of my research access, I hereby release the District, its Board, and its agents, as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of information. A copy of this authorization and release is as valid as the original and should be recognized as such.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO HUMAN RESOURCES (608-204-0346/rcruz@madison.k12.wi.us)**

**Prepared for:** External Research Committee, c/o Andrew Statz (ajstatz2@madison.k12.wi.us) and Elizabeth Vaade (envaade@madison.k12.wi.us)

**DISCLOSURE STATEMENT**

ERC Case #: \_\_\_\_\_ Role on Project: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

# of Years at This Residence: \_\_\_\_\_ Phone Number: \_\_\_\_\_

List **all** other names used: \_\_\_\_\_  
Dates of Usage: \_\_\_\_\_

If you have not resided in WI for the past five years, list all addresses for this period: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  Male  Female  
month day year

Ethnicity (check one):  
 African American/Black  Asian/Pacific Islander  Hispanic  Native American  White

Have you ever been convicted of any violations of law: felonies, misdemeanors, other than minor traffic violations? (State law and local ordinances provide convictions or pending charges shall not be used or considered in making an employment decision unless the circumstances of the charge or conviction are substantially related to circumstances of the particular job.)  
 Yes  No

Do you presently have any pending violations of law: felonies, misdemeanors, other than minor traffic violations? (State law and local ordinances provide that convictions or pending charges shall not be used or considered in making an employment decision unless the circumstances of the charge or conviction are substantially related to circumstances of the particular job.) **Remember to disclose all convictions for felonies or misdemeanors including those for which the records have been expunged.**  
 Yes  No

**(If yes to any of the above, please fill in the information below. If you have more than three convictions or pending charges or need additional space, use a separate sheet.)**

**LIST CONVICTIONS AND PENDING CHARGES**

1. CHARGE		DATE OF ARREST AND/OR CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
COMMENTS		LENGTH & TERMS OF PROBATION	
2. CHARGE		DATE OF ARREST AND/OR CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
COMMENTS		LENGTH & TERMS OF PROBATION	
3. CHARGE		DATE OF ARREST AND/OR CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM

COMMENTS	LENGTH & TERMS OF PROBATION
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