

# NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

## APPLICATION FOR FIELD EXPERIENCE

P E R S O N A L	Last Name	First Name	Middle Name	Date
	Street Address			Primary Phone Number
	City, State, Zip Code			Additional Phone Number
	What field experience are you seeking?			E-mail Address

### CONFIDENTIALITY

During the course of a field experience, you may become aware of confidential information about specific students, including such information as students' academic performance, behavior, health, disabilities, and other related matters. This information is private and protected by law.

Do you understand and agree that you will not disclose such confidential information, except to \_\_\_\_\_ Yes  
 educational employees who have a need to know? \_\_\_\_\_ No

### CRIMINAL BACKGROUND CHECK

Have you ever been arrested and / or convicted of any crime, other than minor traffic offenses? \_\_\_\_\_ Yes  
 (If yes, explain in detail on a separate sheet of paper.) \_\_\_\_\_ No

As directed by [SDCL 13-10-12](#) and organizational policy, Northeast Educational Services Cooperative (NESC) conducts criminal background checks for prospective employees, contracted service providers, and field experience applicants who will have contact with children. During this investigation your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI) and the South Dakota Division of Criminal Investigation (SDDCI). Additionally you will be asked to provide your Social Security number, which helps to establish identity for federal records.

If you allow the background check, your criminal history record will be kept at a secure location at our office and will be shredded when you are no longer affiliated with our organization. Submitting fingerprints and your Social Security number is voluntary. However, failing to do so will negate your field experience opportunity with NESC.

If the criminal history investigation leads to information that disqualifies your application, you have the right to obtain a change, correction, or update of your criminal history record by the rules set forth at [28 C.F.R. §16.34](#). (See also: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.) NESC will provide opportunity to do so. However, you must let us know of your intent to appeal within 5 days of the date you were informed of that disqualification.

Do you understand and acknowledge this information and the rights you have regarding criminal \_\_\_\_\_ Yes  
 background checks? \_\_\_\_\_ No

Signature	Date
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