

## Background Information Disclosure (BID) For Entity Employees and Contractors

**Purpose:** State and federal law require background checks for certain types of employment, contract, or other roles involving contact with vulnerable persons receiving care or treatment. The information you provide on this form will be used to verify your eligibility for such a role. Providing inaccurate or incomplete information on this form may result in a forfeiture or other sanction, as provided in Wis. Stats. § 50.065(6)(c).

### Type

Applicant/employee  
 Contractor  
 Student

Volunteer  
 Household member  
 Other, specify:  
\_\_\_\_\_

Describe the position for which you are applying or renewing:  
\_\_\_\_\_

### Applicant information

Name (First, Middle, Last): \_\_\_\_\_

Social Security number: \_\_\_\_\_ Date of birth (MM/DD/YYYY): \_\_\_\_\_

Sex:  Male  Female Phone number: \_\_\_\_\_

Address – Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Have you had or used any other names, including prior to marriage?

Yes  No If yes, list each name fully: \_\_\_\_\_

### Employer or organization verifying eligibility

Name of employer or organization that asked you to complete this form:  
\_\_\_\_\_

Address – Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

### Disclosures

If additional space is needed for answering the questions below, please use the additional page at the end of this form.

#### 1. Pending criminal charges

Do you have any criminal charges pending against you, including in federal, state, local, military, and Tribal courts?  Yes  No

If **yes**, describe the charge and indicate the name of the court, the state, city, month and year you were charged.

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## 2. Convictions for crimes

Were you ever convicted of any crime anywhere, including in federal, state, local, military, and Tribal courts, or in another country?  Yes  No

If **yes**, describe the crime and indicate the name of the court, the state, city, month and year you were convicted.

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## 3. Abuse or neglect of a child

Please note that Wis. Stat. § 48.981, *abused or neglected children and abused unborn children*, may apply to information concerning findings of child abuse and neglect.

Has a government or regulatory agency (other than the police) ever found that you abused or neglected a child?  Yes  No

If **yes**, describe the conduct and indicate the agency that made the finding, the state, city, month and year of the finding.

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## 4. Abuse or neglect of an adult

Has a government or regulatory agency (other than the police) ever found that you abused or neglected an adult?  Yes  No

If **yes**, describe the conduct and indicate the agency that made the finding, the state, city, month and year of the finding.

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## 5. Stealing or other misappropriation

Has a government or regulatory agency (other than the police) ever found that you stole or misappropriated (improperly took or used) a person's property (e.g., money, medications, etc.), identity, or financial information (e.g., credit card, checks, etc.)?  Yes  No

If **yes**, describe the conduct and indicate the agency that made the finding, the state, city, month and year it occurred.

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## 6. Restriction on credentials

Do you have a government issued credential that is not current or has been revoked, suspended, or that limits you in any way from providing care to clients?  Yes  No

If **yes**, identify the type of credential and indicate the credentialing agency, the restriction, and the state, city, month and year it was issued.

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## 7. Denial, revocation, or limitation on license, certification, or registration

Has a government or regulatory agency ever denied, revoked, or limited your license, certification, or registration to provide care, treatment, or educational services?  Yes  No

If **yes**, indicate the license, certification, or registration type and indicate the issuing agency. Include a description of the denial, revocation, or limitation, and the state, city, month and year it was issued.

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8. Denial, revocation, or limitation on ability to reside on certain premises

Has a government or regulatory agency ever denied, revoked or limited your ability to live on the premises of a facility that provides care or treatment?  Yes  No

If **yes**, describe the denial, revocation, or limitation and identify the issuing agency, the state, city, month and year issued.

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9. Rehabilitation review

Have you ever requested a rehabilitation review from the Wisconsin Department of Health Services, a county department, private child placing agency, school board, or DHS-designated Tribe?  Yes  No

If **yes**, indicate the agency that conducted the review, the outcome, month, and year of the review.

**Note:** You must provide a copy of your rehabilitation review letter to your employer or organization. Your employer or organization must verify your status with the agency that issued the decision.

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10. Armed forces

Have you been discharged from a branch of the US Armed Forces, including any reserve component?  Yes  No

If **yes**, indicate the month and year of discharge.

**Note:** You must provide your DD214 to your employer/agency, if you were discharged within the last three (3) years.

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11. Out-of-state residence

Have you resided outside of Wisconsin in the last three (3) years?  Yes  No

If **yes**, list each state, city, and the dates you resided there.

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12. Government employee

Are you applying or renewing eligibility to work as a government employee for the State of Wisconsin (e.g. a state agency, treatment facility, institute, etc.)?  Yes  No

If **no**, skip to the attestation below. If **yes**, have you resided outside of Wisconsin in the last seven (7) years?  Yes  No

If **yes**, list each state, city, and the dates you resided there.

Review your responses and the following attestation carefully before signing.

**Attestation**

I have completed and reviewed this form. The information I provided is accurate and complete. I understand that providing inaccurate or incomplete information on this form may result in a forfeiture or other sanction, as provided in Wis. Stats. § 50.065(6)(c).

**Signature** — Person completing this form: \_\_\_\_\_

Date signed: \_\_\_\_\_

