College of Saint Mary

Disclosure to Student Applicant
Regarding Procurement of a
Criminal Background Check

In connection with your application for entry to Health Care Related Programs, please be advised that we will conduct a criminal background check. This is to meet requirements of our affiliated health care agencies where students have their clinical and/or fieldwork experiences.

Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we received the request from you or within 5 days of the time the report was first requested, whichever is later.

It is the student’s responsibility to:

1. Complete all information in Section I (Personal Information)
2. Sign and date Section II (Agreement Authorization) Please have a parent sign the form if the student is under 19 years of age.
3. Mail the completed form to:
   Attn: PN Nursing Faculty Secretary
   College of Saint Mary
   7000 Mercy Road
   Omaha, NE 68106
4. This background check must be completed prior to any clinical experience per health care agency requirements.
5. Any questions should be addressed to Administrative Assistant to School of Health Professions, 402-399-2368.

Form 5

S:/Practical Nursing Program/Forms/Background check form