

THE BRIARWOOD AND TUTTLE SCHOOL AUTHORIZATION FOR BACKGROUND CHECK

CONSENT TO PERFORM CRIMINAL HISTORY/BACKGROUND CHECK IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)

Last Name First Name Full Middle Name

Maiden or other name(s) used in any and all other records of birth or records of residence.

Address Apartment or #

City County State Zip

Date of Birth Place of Birth Gender Race

Email Address: _____

Type of Photo ID: _____ * Social Security Number: _____

Drivers License Number: _____ Telephone Number: _____

***Required**

****TO BE USED FOR CRIMINAL HISTORY CHECKS ONLY**

I, _____, am an applicant for employment/volunteer work

with _____ Division and have been advised that as a part of the application process, the Schools conduct a criminal history background check. I do hereby consent to the Schools use of any information provided during the application process in performing the criminal history check. The School has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment/volunteer work. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the Schools. Under the Fair Credit Reporting Act, I have been advised that upon request, I will be provided the name, address, and telephone number of the reporting agency as well as the nature, substance, and source of all information.

The following are my responses to questions about my criminal history (if any).

1. ____YES ____NO Have you ever been convicted or pleaded guilty before a court for any federal, state, or municipal criminal offense? (Exclude minor traffic misdemeanors).

If yes, please provide the details below.

State: County: Date of Offense: / /

Details of conviction:

2. ____YES ____NO Have you ever received deferred adjudication or a similar disposition for any federal, state, or municipal offense?

If yes, please provide the details below.

State: _____ County: _____ Date of Offense: ____/____/____

Details of offense: _____

3. ____YES ____NO Have you ever received probation or community supervision for any federal, state, or municipal offense? If yes, please provide the details below.

State: _____ County: _____ Date of Offense: ____/____/____

Details of supervision: _____

4. ____YES ____NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide the details below.

Country: _____ City: _____ Date of Offense: ____/____/____

Details of conviction: _____

5. ____YES ____NO As of the date of this consent form, do you have any pending charges against you? If yes, please provide the details below.

State: _____ County: _____ Date of Arrest: ____/____/____

Details of pending charges: _____

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT, AND COMPLETE. "ALL OFFERS OF EMPLOYMENT/ VOLUNTEER ARE CONTINGENT UPON APPLICANT'S SUCCESSFUL COMPLETION, AS DETERMINED IN EMPLOYER'S SOLE DISCRETION, OF THIS CRIMINAL HISTORY/BACKGROUND CHECK."

Date: _____

I have completed this two-page consent form, and I hereby give the Briarwood and Tuttle Schools my consent to perform a criminal history/background check.

I have attached a photocopy of my driver's license or photo ID.

By signing this form, I am granting permission for a background check to be performed and for future background checks to be performed as long as I am a volunteer or employee of the Briarwood and Tuttle Schools. I understand that at any time this permission can be withdrawn in writing, and the withdrawal can be sent to the Director of Finance and Human Resources.

Applicant Signature: _____

If you have questions, do not hesitate to contact:

Director of Finance and Human Resources, Mary Farley at mfarley@briarwoodschool.org