



AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE REPORT

I, the undersigned consumer, do hereby authorize **BALTIMORE COUNTY PUBLIC SCHOOLS**, by and through its independent contractor, **INTEGRATED BIOMETRIC TECHNOLOGY, doing business as L-1 ENROLLMENT SERVICES (L-1)** to procure a consumer report and/or investigative consumer report on me.

The above-mentioned reports include Federal Bureau of Investigation (FBI) and State of Maryland criminal records, national and state sex offender registries, social security number verification, and present and former addresses.*

I understand that I may request a written disclosure of my rights under FCRA 15 U.S.C. 1681 with the nature and scope of any investigative consumer report prepared on me upon my written request to **L-1**, that is made within a reasonable time after the date hereof.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **BALTIMORE COUNTY PUBLIC SCHOOLS**, by and through **L-1**, including, but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources. Credit bureaus will be used solely for the purpose of verifying identity. **BALTIMORE COUNTY PUBLIC SCHOOLS** does not perform a credit history check.

I hereby release **BALTIMORE COUNTY PUBLIC SCHOOLS**, **L-1**, and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs or others making such claim or demand on my behalf, for procuring, selling, providing, brokering and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report hereby authorized.

**Additional information/reports may be obtained, if applicable, related to the specific position of hire such as a driving history, including any traffic citations for positions requiring a Commercial Driver's License (CDL). If additional information is requested, the individual will be notified.*

Signature

Date

4/2/11

BALTIMORE COUNTY PUBLIC SCHOOLS - BACKGROUND CHECK APPLICATION

Date: _____

Social Security Number

Driver's License# and Issuing State

Date of Birth

Print Full Name

*Other Names Used
(Incl. Maiden Names)*

Dates used

*M F
Sex (Circle One)*

Current Address (Street, City, State, Zip Code)

(County of Residence)

(Dates Lived at this Address)

Previous Addresses for the Past Seven Years

Dates Lived at this Address

Address

City

State

County

Zip

Address

City

State

County

Zip

Address

City

State

County

Zip

Position Applied for: _____ **Work Location:** _____ **Home Ph#** _____

Warning: Failure to report criminal convictions, Probation Before Judgment (PBJ) dispositions, or pending charges may result in termination of your employment with Baltimore County Public Schools. Any individual who fails to disclose prior conviction(s) or the existence of pending charge(s) shall be guilty of perjury. This is a misdemeanor offense and on conviction is subject to a fine not exceeding \$1,000 or imprisonment not exceeding 1 year or both. **EMPLOYEE INITIAL HERE** _____

Have you ever been convicted, or placed on probation before judgment (PBJ), found not criminally responsible, or have pending criminal charges against you without a final disposition for an offense other than a minor traffic violation?

Yes _____ No _____ If yes, check all that apply:

Charge: _____ Date: _____ Location: _____

Conviction
PBJ
Pending Charge

Charge: _____ Date: _____ Location: _____

Charge: _____ Date: _____ Location: _____

Maryland Code: FAMILY LAW: TITLE 5. CHILDREN: SUBTITLE 5. CHILD CARE: FOSTER CARE: PART VI. CRIMINAL BACKGROUND INVESTIGATIONS FOR EMPLOYEES OF FACILITIES AND OTHER INDIVIDUALS THAT CARE FOR OR SUPERVISE CHILDREN: § 5-563. Prior criminal offenses: As part of the application process for a criminal history records check, the employee, shall complete and sign a sworn statement or affirmation disclosing the existence of a criminal conviction, probation before judgment disposition, not criminally responsible disposition, or pending criminal charges without a final disposition.

APPLICANT SIGNATURE: _____

For Investigative Office Use Only

_____ Cleared _____ Pending Issue _____ Not Cleared

Signature of Screening Official

Date

Commercial BI Location(s): _____

Baltimore County Public Schools
Applicant Statement of a Criminal Conviction, Probation Before Judgment,
or Pending Criminal Charge

On _____ I applied for a position with Baltimore County Public Schools. On my Background Check Application, I acknowledged a prior conviction, probation before judgment (PBJ) disposition, found not criminally responsible, or a pending charge for an offense other than a minor traffic violation. I hereby release and disclose the following specific information regarding the conviction(s), PBJ disposition(s), not criminally responsible, pending charges, or other potentially adverse information I noted.

PLEASE DO NOT REPORT MINOR TRAFFIC VIOLATIONS OR ARRESTS THAT DID NOT RESULT IN A CONVICTION

Date of Arrest for Conviction, PBJ or pending criminal charges ONLY: _____

Specific Charge(s): _____

Court Date: _____

Disposition of the Specific Charge(s): _____

Details of the Incident: _____

I have made the above statement of my own free will in the interest of providing the truthful facts regarding a previous incident(s) which resulted in a conviction, PBJ disposition or pending charges against me. This statement is true to the best of my knowledge and I have not been promised anything in exchange for this statement.

Applicant's Signature

Date

Investigator's Comments (if any):

Investigator's Signature

Date

Baltimore County Public Schools Demographic Information Sheet

Applicant Information (Please type or print clearly) All Fields are required

Name: _____
Last
First
Middle

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Height: _____ ft. _____ in. Weight: _____ lbs.

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

Place of Birth (state): _____ Country of Citizenship: _____

Driver's License or State Issued ID # _____ State _____

Circle Codes That Apply

Gender	Hair Color	Eye Color
Male.....M	Bald.....BAL	Black.....BLK
Female.....F	Black.....BLK	Blue.....BLU
	Blonde/Strawberry....BLN	Brown.....BRO
	Brown.....BRO	Gray.....GRY
Ethnicity	Gray/Partial Gray.....GRY	Green.....GRN
Asian/Pacific Islander....A	Red/Auburn.....RED	Hazel.....HAZ
White.....W	Sandy.....SDY	Pink.....PNK
Black.....B	White.....WHI	Multi Color.....MULT
Unknown.....U		
American Indian/Alaskan Native.....I		

Signature/Date _____

**BALTIMORE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
OFFICE OF INVESTIGATIONS AND RECORDS MANAGEMENT**

DISCLOSURE INFORMATION FORM

(Must be read and signed prior to fingerprinting)

INSTRUCTIONS

Before completing the Background Check Form, please read the information below. You are required to sign that you have read and understand the information presented. If after reading the information, you have questions regarding any pending charges or possible convictions/DSS findings you may ask to speak privately with an investigator who will assist you.

The fingerprint technicians are not responsible for the accuracy or completion of your documents. They do not have access to court, Department of Social Services records, or police reports and are not qualified to make decisions about the outcome of legal matters.

REQUIREMENT FOR BACKGROUND CHECKS

The State of Maryland, Family Law Article, Part IV (Criminal Background Investigations for Employees of Facilities that Care for or Supervise Children) Annotated Code of Maryland Section 5-560 to 5-568 governs the background check process that is conducted before someone can work in a school system. During the background investigation process, an individual's background will be thoroughly checked and verified from a variety of sources such as the Federal Bureau of Investigation (FBI), Maryland Criminal Justice Information System – Central Repository (CJIS), Department of Social Services (DSS), and Consumer Reporting Agencies (e.g. verification of social security number).

INFORMATION THAT IS REQUIRED TO BE DISCLOSED

If you have **pending criminal charges** or have ever been a defendant in a criminal court case in the State of Maryland, or any other state, that ended in a disposition of:

- Guilty (a conviction),
 - Probation before Judgment (PBJ),
 - A court ruling of Not Criminally Responsible (NCR)
- OR
- Been charged with a serious traffic violation that resulted in your arrest that ended in a disposition of Guilty (conviction)
 - Been the subject of a Department of Social Services (DSS) investigation,

You must accurately list each pending criminal charge and/or disposition/conviction. You will need to submit a written statement regarding the charges you have listed on the sheet accompanying the Background Check Form.

Please complete the **I-9 Employment Eligibility Verification Form** available on the Office of Fingerprinting's Web page. http://www.bcps.org/offices/human_resources/fingerprinting/