

# CRAVEN COUNTY SCHOOLS NOTIFICATION AND RELEASE FORM

A Third-party vendor on behalf of Craven County Schools will conduct a criminal and civil records check on you before approving your application for employment or volunteering. Craven County Schools will conduct ongoing monitoring on all approved employees/volunteers through a Third-party vendor. Note, however, that the Fair Credit Reporting Act (FCRA), despite its name, still governs background checks that solely seek criminal and civil records check. **Craven County Schools will not be reviewing credit reports unless you are seeking employment for positions relative to finance and collections of funds.**

1. I hereby consent to and authorize Craven County Board of Education/Craven County Schools (the "Board of Education") to obtain one or more criminal and civil records check (these reports may be of the type governed by the FCRA) on me in connection with my employment/volunteering with Craven County Schools. Such criminal history reports include information regarding my criminal and civil arrest records and my driving record.

2. I understand that the agencies from which these criminal and civil records check may be sought will be Third-party vendors. These vendors may be of the type governed by the FCRA.

3. I also understand that this authorization, in original or copy form, shall be valid for this and any future criminal history reports or updates that may be requested in connection with my employment/volunteering with Craven County Schools, including criminal and civil records check conducted on a daily, periodic, selective, random or rotating basis once hired/approved.

4. I acknowledge that I have read the information contained on this form carefully and certify that all of the information completed by me on the attached data sheet and as contained in my application for employment/volunteering with Craven County Schools (and any attachments to it) are true and complete to the best of my knowledge.

5. I understand that any omission of fact or false or misleading information provided in the criminal and civil records check authorization and data form (and any attachments to it), and as contained in the application for employment/volunteering with Craven County Schools (and any attachments to it), may result in denial, suspension or discharge, as applicable.

6. I understand that Craven County Schools will not review my credit report unless I am applying for a position relative to finance and/or collections of funds.

7. I understand that employment/volunteering with Craven County Schools is conditional pending approval by Craven County Schools Board of Education and completion of the criminal and civil records check.

8. I understand that employees/volunteers shall notify the Assistant Superintendent of Human Resource Services **immediately** if they are **charged** with or **convicted** of a criminal or civil offense (including entering a plea of guilty or *nolo contendere*) except minor traffic violations.

9. I hereby authorize Craven County Schools to obtain a criminal and civil records check from a credit reporting agency, First Point Resources, or other agencies, and waive any claim for damages or injury against Craven County Schools or the provider of the report, except as provided by the Fair Credit Reporting Act.

10. I understand that before any adverse action is taken against me based on the criminal and civil records check, the school system will provide me a copy of my background check and a notice of my rights as defined by the Federal Trade Commission or I can request a copy of my background check by contacting First Point Resources. First Point Resources is the Credit Reporting Agency used for the purposes of obtaining the criminal and civil records check. This agency can be reached at 1-800-449-0254.

**Employee/Volunteer/Intern/Sub/Bus Driver Applicant Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Revised 1/26/12; 1/28/15; 4/5/16; 8/2020; 1/2021

# CRAVEN COUNTY BOARD OF EDUCATION CRIMINAL AND CIVIL BACKGROUND CHECK AUTHORIZATION DATA FORM

*This form may be completed online. Once completed, print the form then date, sign, print social security number and name. Information printed on this form can not be saved online.*

**Check one:** I am a/an  Employee  Intern/Sub/Bus Driver Applicant  Volunteer/Paid Volunteer Coach

Name \_\_\_\_\_  
Last First Middle

Previous Legal Name (Maiden Name) \_\_\_\_\_ Year Changed \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth\* \_\_\_\_\_ Driver License State \_\_\_\_\_

Driver License Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Residential Street Address \_\_\_\_\_

County \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**\*Note: Information regarding your date of birth is being obtained for purposes of your background check.**

Have you lived at your current address for longer than 90 days? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, how long? \_\_\_\_\_

**Please list any felony or misdemeanor criminal convictions, guilty pleas, pleas of nolo contendere/no contest, deferred prosecutions, prayers for judgment continued, entries into a pre-trial diversion or similar program in lieu of prosecution of any crime, and pending charges. Please also list any past or present felony or misdemeanor criminal arrests or charges involving children under the age of 18, regardless of the ultimate outcome of the criminal proceeding. Your listing should include DWI/DUI convictions, guilty pleas, etc., but exclude all minor traffic violation (e.g., speeding and expired registration violations). Do not list offenses for which the record(s) has been expunged. Provide date(s), court of jurisdiction, county/parish and state. Attach another page if necessary.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all other cities, counties and states in which you have lived within the past 10 years. Attach another page if necessary.

City	County	State	Dates
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City	County	State	Dates
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Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Print Name: \_\_\_\_\_

Email  
Address: \_\_\_\_\_

**CRAVEN COUNTY BOARD OF EDUCATION EMPLOYEE/VOLUNTEER  
CRIMINAL AND CIVIL BACKGROUND CHECK AUTHORIZATION DATA**

**ADDITIONAL ADDRESS SHEET FOR \_\_\_\_\_**

**PREVIOUS ADDRESS(ES) PROVIDE ALL ADDRESSES FOR PREVIOUS 10 Yrs.**

Street \_\_\_\_\_ From (yr) \_\_\_\_\_ To (yr) \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_

**PREVIOUS ADDRESS(ES) PROVIDE ALL ADDRESSES FOR PREVIOUS 10 Yrs.**

Street \_\_\_\_\_ From (yr) \_\_\_\_\_ To (yr) \_\_\_\_\_

City, State, Zip, County \_\_\_\_\_

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City, State, Zip, County \_\_\_\_\_