

VECHS PRIVATE SCHOOL
APPLICANT WAIVER
AGREEMENT AND
STATEMENT

For Criminal History Record Checks

This form shall be completed and signed by every current or prospective employee and/or volunteer.

I hereby authorize (*enter Name of Qualified Entity*) Christian Home & Bible School, Inc to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the Federal Bureau of Investigation (FBI). Pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30-16.34 and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer.

I understand that, my fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications and that upon request you may provide me a copy of the criminal history record report, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I am aware that procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F.S. 943.056 and Title 28, CFR, Section 16.34. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee and/or volunteer.

I understand that a copy of the criminal history record check report you receive on me will be released to the Department of Education (DOE), upon DOE's request.

A national criminal history record check has previously been requested by:

(Name and Address of Previous Qualified Entity)

(Year of Request)

I ☐ have OR ☐ have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I ☐ do OR ☐ do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): ☐ Employee ☐ Volunteer

Signature: _____ Date: _____

Printed Name: _____ Date of birth: _____

Address: _____

ORIGINAL- MUST BE RETAINED BY QUALIFIED ENTITY



Fingerprinting/Background Check Instructions for Employment Purposes

Please take this form along with your Driver's license or valid Florida ID to the Lake County Sheriff's office to be fingerprinted. They are open 8:30 am -3:00 pm Monday through Friday by appointment only.

To schedule an appointment, please go to www.lcso.org/bureaus/fingerprinting
Look for the dropdown under "How Do I?" to "Get Fingerprinted" then click on the "Click here to Book your Fingerprints appointment online" prompt. Choose Live Scan Fingerprinting. After completing your information use the note section to type in Mount Dora Christian Academy, this allows the exception for out-of-county residents.

Lake County Sheriff's Office is located at 317 West Main Street, Tavares (in the Historical Building on the 4th floor).

The Sheriff's office will give you the fingerprint card to bring back to me. Once received, I can go online to make the payment to FDLE for processing. If you fail to bring me the card, your fingerprints will not be processed and no results will be sent to us.

If you have any further questions please contact me.

Brooke Adams
Director of Human Resources
352-729-5981
brooke.adams@mdcacademy.org

Please fingerprint this person using the livescan.

Our ORI number is V35040005

Christian Home and Bible School, Inc.
Dba Mount Dora Christian Academy
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Mount Dora, FL 32757