Montgomery County Schools
Employment Background Authorization & Release for Current Employees/Volunteers

I understand that a consumer report or an investigative consumer report (hereinafter referred to as "Report") may be procured at any time during my candidacy for employment and during my employment, contract work or volunteer work for the limited purpose of conducting a criminal record check. I also understand that the information I provide regarding my sex, race, social security number, driver's license information and date of birth will be used for the sole purpose of gathering criminal record information correctly and will not be used by the consumer reporting agency for any other purpose or to discriminate against me in violation of any law.

Personal Information *(List all names used)*

Name_____ _____ _____
Last First Middle

Name_____ _____ _____
Last First Middle

Name_____ _____ _____
Last First Middle

Physical Home Address_____City_____State_____Zip_____

Date of Birth_____Sex_____Race_____

Drivers License Number_____State Issued_____Expires_____

I state that my personal information provided above is accurate to the best of my knowledge. I hereby authorize without reservation the procurement of a criminal record report. Furthermore, I authorize any organization, person or agency to furnish criminal information about me. A photo, fax, or scanned copy of this release form will be valid as an original thereof, even though said copy does not contain an original writing of my signature.

I understand that as employee or as a volunteer of Montgomery County Schools I willingly give my permission to be a part of the Guardian Monitoring System for automated criminal records checking. The Guardian Monitoring System provides ongoing, automated criminal record checks and automatically reports any recent criminal activity and the result of each criminal court case.

I understand that I am still required by Montgomery County Schools policy 7300, Staff Responsibilities, to notify the executive director of human resources if I am arrested for, charged with or convicted of a criminal offense (including a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e. speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the executive director of human resources no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the executive director of human resources no later than the next business day following adjudication.

Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including dismissal.

Name (please print) _____
First Middle Last

Signature_____Date_____

California, Minnesota and Oklahoma Residents only:
I understand that under State law, I have the right to receive a copy of the Report at no charge to me.

❒ Yes, I wish to receive a copy of the Report (check box)

Report processed by:
Background Investigation Bureau, Inc.
9710 Northcross Center Court
Huntersville, NC 20878 Toll Free: (877) 439-3900