



**STATE OF ALABAMA  
DEPARTMENT OF EDUCATION  
TEACHER EDUCATION AND CERTIFICATION OFFICE  
5201 GORDON PERSONS BUILDING  
POST OFFICE BOX 302101  
MONTGOMERY, AL 36130-2101  
Telephone: (334) 242-9977 Fax: (334) 242-0498 E-mail: tcert@alsde.edu**

**THIS BLOCK FOR ALABAMA PUBLIC SCHOOL SYSTEM USE  
ONLY**

Check one: New Employee  Current Employee

Check one:  
 Certificated/Licensed Position (include substitute teachers here) \_\_\_\_\_  
 Noncertificated/Nonlicensed Position (bus drivers, custodians, secretaries, etc.) \_\_\_\_\_

**BACKGROUND REVIEW CONSENT FORM**

**THIS DOCUMENT MUST BE SIGNED BY EACH APPLICANT SUBMITTING FINGERPRINTS FOR A CRIMINAL HISTORY BACKGROUND REVIEW.**

**If employed in Alabama, complete the name of the system or nonpublic school.**

Public school system name: \_\_\_\_\_

Nonpublic school name and address: \_\_\_\_\_

\_\_\_\_\_ Street/P. O. Box City State ZIP Code

Submitted for:  Certificate  License (substitute teacher)  Employment

**I. Personal Data:**

Applicant: \_\_\_\_\_  
 Title (e.g., Mr., Mrs.) First Middle Maiden Last Name Suffix (e.g., Jr., Sr.)

Permanent Address: \_\_\_\_\_  
 Street/Apt./P.O. Box/Route and Box City State ZIP Code

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 Social Security Number Date of Birth (Month/Day/Year)

\_\_\_\_\_(\_\_\_\_\_)\_\_\_\_\_  
 Work Telephone Number Home Phone Number

CHECK FOR STATISTICAL PURPOSES	
Race (check one):	<input type="checkbox"/> (01) White <input type="checkbox"/> (04) American Indian <input type="checkbox"/> (02) Black <input type="checkbox"/> (05) Asian <input type="checkbox"/> (03) Hispanic <input type="checkbox"/> (06) Other
Sex (check one):	<input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male

**II.** I understand that a criminal history background check shall be completed, and any criminal history background information shall be released to the State Department of Education.

**III. Check Yes or No**

Yes  No Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation? If you answer "yes," a description of the crime and particulars of the conviction must be submitted.

**IV.** I understand that my failure to give written permission for a criminal history background check will result in my not being employed. I further understand that failure to reveal a prior conviction may cause my dismissal for falsifying application information.

**V.** I am aware I have the right to obtain a copy of the background check report and to challenge its accuracy and completeness. I am also entitled to due process in accordance with applicable statutes prior to any possible adverse action taken as a result of information reported from a criminal history background check.

**VI.** I give consent for the release of criminal history background information to the State Superintendent of Education and I understand the same shall provide a suitability determination based on the criminal history background review to the superintendent of the local employing public school or to the chief executive officer of the nonpublic school.

\_\_\_\_\_/\_\_\_\_\_  
 Signature Date