

Marietta City Schools
In conjunction with the
Parkersburg Marietta Contractor's Trades Education
Development Fund

**AUTHORIZATION FOR RELEASE OF INFORMATION
BACKGROUND CHECK CONSENT FORM**

I hereby give First Advantage, an independent contract agency, permission and authority to conduct a background investigation and reference check concerning past and current activities. I agree and consent to any investigation by First Advantage, the investigation includes, but is not limited to, information about my former employment, education, driving record, wage information, criminal convictions and other information contained in public records or obtainable from former employers or other references, both business and personal _____(initials)

I consent to, authorize, and request any former employer, personal references, schools, police, court, and personal credit reporting agencies and any other person to respond to verbal or written inquiries from and to disclose information concerning. _____(initials)

- (a) My previous employment record;
- (b) My educational records from any public or private educational institutions;
- (c) My general background (I specifically request, authorize and consent to First Advantage's written or verbal request of personal references);
- (d) My professional or vocational license(s) or certification(s) that I have held in the past or currently hold.
- (e) Whether I have a record of criminal conviction, and, if so, the nature of such criminal convictions and all surrounding circumstances

I am aware that the results of any background investigation performed by First Advantage will be provided to the Marietta School Volunteer Administrator, The Parkersburg-Marietta Contractors and Trades Educational Development Fund. The Marietta School Volunteer Administrator will utilize my background information for safety purposes only and shall not disclose the information to other parties. I am aware that the result of any background investigation performed by First Advantage is not the sole criteria used in making any decision. I understand that any falsification, omission, or misrepresentation of information appearing on my application for volunteer approval or my personal history statement shall be grounds for not being approved to volunteer. I understand that if I falsify information on my forms I will not be eligible for another background check for 30 days. If I refuse to submit to this process, I understand that I shall not be considered an unapproved volunteer _____(initials)

I hereby release First Advantage, its officers, employees and agents, and all persons, companies, corporations, law enforcement agencies or individuals from liability and responsibility that my result from providing First Advantage and/or its designees the information described in this release except in case of willful negligence _____(initials)

I have read this Authorization for Release of information and have voluntarily agreed to its terms to assist First Advantage in evaluating my qualifications for volunteering. _____(initials)

I acknowledge that I have received a copy of Parkersburg-Marietta Contractors & Trades Educational and Development Fund's background policies and procedures regarding background security. _____(initials)

I understand that one copy will be retained in file for 3 years for annual checks. _____(initials)

In compliance with the Fair Credit Reporting Act, you are entitled to be informed if an offer of employment is withheld because of information obtained from your credit or criminal report and, in that event, you will receive a copy of the credit report and "A Summary of Your Rights Under the Fair Credit Reporting Act" _____(initials)



Personal Information...Print capital letters in the boxes. Try not to touch the sides of the boxes.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First Name

[Grid for First Name]

Middle Name

[Grid for Middle Name]

Last Name

[Grid for Last Name]

Previous Legal Name

[Grid for Previous Legal Name]

Year Changed

[Grid for Year Changed]

Street Address

[Grid for Street Address]

City

[Grid for City]

State

[Grid for State]

ZIP

[Grid for ZIP]

Social Security Number

[Grid for Social Security Number]

Date of Birth (month-day-year)

[Grid for Date of Birth]

Driver's License Number

[Grid for Driver's License Number]

State

[Grid for State]

List Previous Addresses For The Past 7 Years, Most Recent First

City

[Grid for City]

State

[Grid for State]

ZIP

[Grid for ZIP]

City

[Grid for City]

State

[Grid for State]

ZIP

[Grid for ZIP]

City

[Grid for City]

State

[Grid for State]

ZIP

[Grid for ZIP]

City

[Grid for City]

State

[Grid for State]

ZIP

[Grid for ZIP]

Client Name (Requester)

[Grid for Client Name]

Account#

[Grid for Account#]

Location Code

[Grid for Location Code]

Telephone Number

[Grid for Telephone Number]

Fax Number - Secure

[Grid for Fax Number]

Standard Package

Drivers Package

Advance Package

Local Union (initials)

[Grid for Local Union Initials]

Union Number

[Grid for Union Number]

SSTrace, Felony, Nationwide Sexual Offender

Felony, SSTrace, MVR, NCRF

Felony, SSTrace, MVR, NCRF, Employment

Mail Check for \$15.00 To:

PMCTEDF

2400 Garfield Avenue

Parkersburg WV, 26101

Make Checks Payable to PMCTEDF

*Marietta City Schools
In conjunction with the*

***PARKERSBURG MARIETTA
CONTRACTOR'S TRADES EDUCATION
DEVELOPMENT FUND***

***BACKGROUND SECURITY
POLICIES AND PROCEDURE***

2400 GARFIELD AVENUE
PARKERSBURG, WV 26101
(304)485-6322 or
1-800-647-6322
Fax: (304)485-6348

Contract Investigation Firm:
First Advantage Corporation
1 Concourse Parkway NE, Suite 200
Atlanta, GA 30328

Update 3-15-2019

I. Purpose.

The TOP Drug & Safety Program, in conjunction with the Marietta City Schools, has a strong commitment to provide a safe and secure environment for its volunteers, staff, students and parents and to establish programs promoting high standards of health and safety.

The purpose of this policy is to provide guidelines for all concerned regarding security background checks and to provide practical procedures for its administration. The TOP Drug & Safety Program will review any questions and criteria submitted by Marietta City Schools to the Top Drug & Safety, and will take any changes needed in this policy under advisement and/or for approval.

II. Definitions.

- A. Adjudication Criteria (common): the guidelines to determine who will be permitted to serve as volunteers. The following represents the current common set of general categories (see appendix A for the full list of crime codes)
- a. Violent Felonies
 - b. Violent Misdemeanors
 - i. Weapons with violence
 - ii. Physical violence
 - iii. Sexual crimes
 - c. Multiple DUI's
 - d. Drug sales/distributions
 - e. Any intentional misrepresentation or failure to disclose information on the application could result in exclusion or termination of your volunteer approval status.
- B. Adjudication Criteria (site specific): the guidelines established that will determine who will be permitted to serve as volunteers.
- C. Appeal: A formal stated disagreement by the individual with the adverse results of the findings of a security background check.
- D. Clear: A conclusion based upon results of a security background check indicating that the background data is in compliance with the guidelines established by the client. * indicated with an "approved" on your fax report
- E. Clearinghouse: An independent entity identified for the purpose of assisting the TOP Drug & Safety Program in the administering the requirements of this program.
- F. Individual: Any person that wishes to volunteer within the Marietta City Schools is required to submit to the terms of this program.
- G. Client: Marietta City Schools Board of Education.
- H. Expiration: Upon gaining a clear status, the individual's security background check may be performed every three years or with just cause.
- I. Deadline: The date established for volunteers to have completed required security background checks and obtain a "approved" status.

- J. Follow-up Paperwork: Every three years each individual will be required to submit a new application and release document. The information contained in these documents will be used to perform the individual's security background check.
- K. Information Form: A document provided by the administrator of the program for the TOP Drug & Safety Office and/or The TOP Drug & Safety Office to the individual that advises the individual of the nature of the security background check and actions the individual may wish to take should there be adverse findings.
- L. Adverse: A conclusion by the TOP Drug & Safety Program that the background data conflicts with the guidelines established by the client.
- M. Clear Status Indicator: A date of the test clearance with an expire date of 3 years in the TOP system will indicate to an individual that the background checks have been completed and that the individual is clear.
- N. Investigative Firm: An independent entity contracted by the TOP Drug & Safety Program for the sole purpose of performing background checks specified in this program. Maintaining of the records and notification to the individuals of the status of their background check. Providing the individual the opportunity to dispute the reports.
- O. Personal Data Form: A document voluntarily filled out by the individual providing the administrator and/or TOP Drug & Safety Office with the necessary information to allow the Investigative Firm to perform the Specified background checks.
- P. Release Form: A document completed and submitted by the individual voluntarily Authorizing the TOP Drug & Safety Office to submit the information contained in the Personal Data form to The Investigative Firm. This release form will authorize possible random criminal checks for three years after the initial background check.

III. Policy and Procedures.

Policy and procedures which apply to an individual who is interested in volunteering in the Marietta City School System, are addressed in the following statements:

- A. Individuals required to provide Background Security Checks:
 1. In order to maintain a safe & secure, environment for its students and faculty, Marietta City School Board of Education will not approve any adult volunteer who has not received an approved status from a security background check.
 2. Principals are responsible for maintaining field documentation and removing adverse individuals from school buildings.
 3. Volunteers will receive a copy of the current policy at the time of the request.
 4. Principals distribute "personal data form".

5. Principals assign volunteers by clearance status.
- B. To implement this policy, the following procedures will apply:
1. Security background checks shall be limited to every three years for each volunteer, every three years each individual will be required to submit a new Personal Data Form and Release document.
 2. Primary search elements will consist but are not limited to:
 - a. Criminal history background screening (County for the past 7 years)
 - b. Identification/Social Security Verification/INS Form 9
 - A. Secondary search elements will consist of (and can be required at request of the district.) With approval of the TOP Drug & Safety Program
 1. Employment verification for past 7 years.
 2. Driver's License Check
 3. Military History (only when indicated and only if time frame for report can be within the time frame of the other checks.
 3. Security Background Checks will be recognized where such clearance is required by the District.
 4. All costs directly associated with the security checks will be borne by the Volunteer. (Cost will be \$15 Payable to PMCTEDF)
 5. Volunteers receiving a clear check will receive a clearance date in TOP System. Volunteers not receiving a clear check will receive a review failure report in which the individual may follow the appeal process if "adverse" status.
 6. All approved and pending status results will be reported to the district contact person. Additional information available upon district's request to TOP Drug & Safety Program.
 7. Attempts to fill out the forms using incorrect information will prevent you from having a background performed for a period of 30 days.
- C. Appeal of security background check results.
- Volunteers who wish to appeal his/her results must notify the principal within twenty-four (24) hours of his/her notification of the results. Volunteers must post in cash the fee for another security check confirmation using the same information but done at an additional depth. The cash deposit should be made with the investigative firm. The final check will be mutually agreed to between the volunteer, investigative firm and the principal. If the second confirmation, which shall be a Secondary Check, is clear, the volunteer will be reinstated and the second check cost will be refunded to the volunteer.