

**FINGERPRINTING - DISCLOSURE AND AUTHORIZATION**  
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]  
NOTICE REGARDING BACKGROUND INVESTIGATION

St. George CCSD #258 ("the School") may obtain information about you from a consumer reporting agency for purposes of employment, licensure, volunteering, student teaching, or any other contractual services. These reports may contain information regarding your criminal history, motor vehicle records ("driving records"), fingerprint test by state police and/or FBI, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report. Please be advised that the nature and scope of the most common form of consumer report obtained with regard to applicants, volunteers, and contractors is a fingerprint test and photo recognition by the state police and/or FBI conducted by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing St. George CCSD #258 to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment or service to the district to the extent permitted by law.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by St. George CCSD #258 by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the School at any time after receipt of this authorization and throughout my employment and/or service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, another outside organization acting on behalf of St. George CCSD #258, and/or the School itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police (ISP) and/or the Federal Bureau of Investigation (FBI). In addition I authorize my photo to be taken, submitted to the ISP and/or FBI; photographic images may be shared for licensing and employment purposes only. I further understand that I have the right to challenge any state or federal criminal history record information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden/Other Alias \_\_\_\_\_

\*\*Social Security # \_\_\_\_\_ \*\*Date of Birth \_\_\_\_\_ Place of Birth (State): \_\_\_\_\_

Driver's License # \_\_\_\_\_ State of Driver's License \_\_\_\_\_ Phone \_\_\_\_\_

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*This information will be used for background screening purposes only and will not be used as hiring criteria.

Gender:  Male  Female  
Race:  Asian  Pacific Islander  Black  White Hispanic  White  Other  
Height: \_\_\_\_\_  
Weight: \_\_\_\_\_

Hair Color:  Bald  Gray  Black  Sandy  Blonde  Red  Brown  
Eye Color:  Black  Gray  Blue  Hazel  Brown  Other  Green  
Skin Tone:  Black  Light  Medium  Olive  Light Brown  Fair  Dark Brown

Position: \_\_\_\_\_ Please Circle (all that apply): Certified - Non-Certified - Student Teacher - Bus Driver

Per Illinois School Code you are entitled to receive a copy of your criminal background check. Would you like to receive this copy? Yes \_\_\_\_\_ No \_\_\_\_\_

**Office Use Only:** Proof of Identity: DL / State I.D. / Passport / Birth Certificate / SSC / Other: \_\_\_\_\_ ORI #: IL046258S  
Technician: \_\_\_\_\_ Technician License #: 249.000 TCN: \_\_\_\_\_  
Date of Fingerprinting: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Payment Type: Cash / Money Order / Credit Card - Last 4 Digits: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

# BACKGROUND CHECK REQUEST

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## COVER SHEET

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TO:	Bushue Human Resources, Inc.	FROM:	St. George CCSD #258
FAX NUMBER:	217-342-5653	DATE:	
PHONE NUMBER:	217-342-3042	TOTAL NO. OF PAGES INCLUDING COVER:	
RE:	Background Check Request	EMPLOYEE/APPLICANT NAME:	

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### Services to Provide:

Please indicate in the boxes below the background check(s) you are requesting:

- School District Employee (certified employee)**
  - State and Federal Fingerprint Background Check
  - State and Federal Sex Offender Check
  - Violent Offender Against Youth Database
  
- School District Employee (non-certified employee)**
  - State and Federal Fingerprint Background Check
  - State and Federal Sex Offender Check
  - Violent Offender Against Youth Database
  
- Student Teacher (non-certified employee)**
  - State and Federal Fingerprint Background Check
  - State and Federal Sex Offender Check
  - Violent Offender Against Youth Database
  
- School District Bus Driver**
  - State and Federal Fingerprint Background Check
  - State and Federal Sex Offender Check
  - Violent Offender Against Youth Database
  
- Motor Vehicle Record Check**
  
- Volunteer Background Check (non-fingerprint)**
  - National Criminal Database
  - State and Federal Sex Offender Check
  - Violent Offender Against Youth Database

I, \_\_\_\_\_, (print name) authorize Bushue Human Resources, Inc. to conduct the requested background check and return the results to **St. George CCSD #258**.

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Signature of Requesting District Employee

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Date

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**BUSHUE FINGERPRINTING SERVICES**

located at

I-KAN Regional Office of Education  
189 East Court Street  
Kankakee, IL 60901

*(Other locations are also available)*

to set-up an appointment