



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – HUMAN RESOURCES

**BACKGROUND CHECK NOTIFICATION**

FIRST NAME	MIDDLE NAME	LAST NAME	
MAILING ADDRESS	CITY	STATE	ZIP CODE

**INSTRUCTIONS**

All fields must be completed. All information will be kept strictly confidential.

PLEASE NOTE: Answering “yes” to any of these questions does not automatically disqualify you. For employees in positions that require frequent student or client contact, a fingerprint check will also be requested through the Missouri State Highway Patrol.

MAIDEN NAME OR ALIAS	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
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HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF ANY CRIMINAL OFFENSE EXCLUDING MINOR TRAFFIC VIOLATIONS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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IF YOU ANSWERED YES, PLEASE EXPLAIN:

HAVE YOU EVER BEEN ACCUSED, ARRESTED, OR CONVICTED OF ABUSE OR SEXUALLY-RELATED CRIMES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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IF YOU ANSWERED YES, PLEASE EXPLAIN:

SIGNATURE	DATE
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