



AUTHORIZATION TO CONDUCT A BACKGROUND CHECK

NAME	SCHOOL
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CHECK ONE AND COMPLETE TYPE

Type of position for which applying:

Type of volunteer service for which applying:

Type of position for which I am seeking to contract:

INSTRUCTIONS

Failure to complete this section will cause rejection of your application for employment, application for volunteer services, or request for proposal for contract. The Department of Elementary and Secondary Education (DESE) reserves the right to conduct criminal, child abuse and neglect, employee disqualification list, employee disqualification registry, and professional registration background checks on all finalists for vacant positions, all volunteers, and all service providers for contracted related services. Misdemeanor and/or felony convictions and/or discipline from a professional licensing or regulatory agency and/or administrative finding will be a factor considered with employment, volunteer services or contracted services, as is applicable. Whether criminal conviction and/or discipline and/or administrative finding will eliminate an individual from employment, volunteer services or contracted services will depend upon the type of employment or service for which the person is applying as compared to the age and time of the offense, seriousness of the offense, nature of the violation, and rehabilitation. When there is a logical relationship between the crime, infraction of professional code, discipline and/or administrative finding, and the duties of the position for which the applicant is applying, the person will be removed from employment or consideration as a volunteer or a contracted service provider. Should this occur, the applicant, employee or contracted service provider shall be afforded an opportunity to explain, in writing, the conviction, infraction of professional code, discipline and/or administrative finding, and give reasons why DESE should disregard the conviction, infraction of professional code, discipline and/or administrative finding.

1. Do you have a professional license(s)? ___ Yes ___ No
If yes, state the type of license(s) and the license number(s).

2. Do you hold a valid Missouri Teaching Certificate? ___ Yes ___ No
If yes, state the certificate number.

3. If you currently have a professional license or certificate listed above, or have held in the past, has the licensing/certification governing agency, state, territory, district of the United States or federal agency taken any disciplinary action against you?
___ Yes ___ No
If yes, list the date, place, and nature of the infraction. Include the discipline imposed (if any). Use separate sheets of paper, if needed.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@desse.mo.gov.

4. Have you ever been convicted of any violation of the law in the courts of this state, of any other state in the United States, or of any foreign country? Yes No

List each conviction, nature of charges, place and date of crime, and sentence imposed. Use separate sheets of paper, if needed.

5. Have you ever received an administrative finding of abuse or neglect in this state, any other state, or any foreign country?

Yes No

List each administrative finding, nature of charge, place and date of incident(s), and sentence/discipline imposed. Use separate sheets of paper, if needed.

6. Does your name appear on any Sex Offender Database in any state or country? Yes No

If yes, list each database your name appears and which state or country the database is located.

I understand and agree that I may be subject to immediate termination from employment, volunteer status, or as a contract service provider if it is determined that my answers are untrue or that I have failed to disclose a material fact. I understand and agree that the fact that DESE has made or has not made an investigation, or the fact that I have performed my work satisfactorily or volunteer services satisfactorily for any period of time prior to this determination, shall not constitute a waiver, abandonment or bar of the right of DESE to take such disciplinary action. My signature also authorizes DESE to review my previous employment, driving, criminal, and licensure records, and order background data as that may be related to the position for which I am applying, volunteer services for which I am applying to provide, or the contract for which I am bidding.

SIGNATURE OF APPLICANT

DATE

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