

FINGERPRINTING PROCEDURES

New employees need to fill out the attached Disclosure and Authorization form and return to:

South Eastern Special Education
Attn: Renee Barthelme
P.O. Box 185
Ste. Marie, IL 62459

After filling out the form, you will need to schedule an appointment with Bushue Human Resources.

You are able to schedule a fingerprint appointment by reaching them at 217-342-3042. As an alternative to calling them, you may also book an appointment online by visiting their website at <http://www.bushuebackgroundscreening.com/>. Click on the "Fingerprinting" tab and choose "Schedule an Appointment".

You have the ability to schedule an appointment online at any of their locations. The Effingham location is available for walk-ins Monday through Friday from 8:00-5:00.

The online scheduling system will also generate convenient e-mail and text message notifications to the applicant as a reminder. These messages will provide the date, time, and address. The reminder message will be sent 24 hours before the scheduled appointment time.

When scheduling appointments, the following information is required: First Name, Last Name, Phone Number and e-mail address, reason for fingerprinting, name of employer or associated agency.

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

South Eastern Special Education ("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 **South Eastern Special Education** 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 **South Eastern Special Education** 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 **South Eastern Special Education**, 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 #:** IL017S28S

Technician: _____ **Technician License #:** 249.000 **TCN:** _____

Date of Fingerprinting: _____ **Time:** _____ **Location:** _____

Payment Type: Cash / Money Order / Credit Card - Last 4 Digits: _____ **Amount:** \$ _____