

Wolcott Public Schools

1488 WOODTICK ROAD • WOLCOTT, CONNECTICUT 06716
TELEPHONE (203) 879-8180 • FAX (203) 879-8011



Fingerprinting Process

Connecticut State Law (State Statute Number 10-151) and Public Act 93-328 requires all employees hired by a board of education be fingerprinted for national (Federal Bureau of Investigation) and state background checks. **Each employee has within 30 days of his/her hire date to complete the process or employment will be terminated. Wolcott Public Schools also requires volunteers to be fingerprinted for national and state background checks. The 30 day limit also applies to volunteers or they will not be allowed to volunteer. *Applicant's Privacy Rights are attached.**

Process:

*Sign and return the attached Applicant's Privacy Rights Acknowledgement Form along with fingerprint cards and processing fees.

(1) On the Green card provided by Wolcott Public Schools, you must enter your last, first, and middle name, maiden name or alias, complete mailing address, social security number, citizenship, date and place of birth, and personal information (sex, race, height, weight, and hair and eye color), and signature.

- ✓ The spaces for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers.
- ✓ The Green card is double sided, be sure to complete both sides. On the last line please list an emergency contact.
- ✓ Cards with otherwise missing or incomplete information will be rejected.

(2) Take the Green card to your local police department in the town where you live or to an agency authorized to take fingerprints (the agency may charge an additional fee).

Make certain hands are clean; do not use any creams or lotions before having prints taken. Individuals with fingerprints that are difficult to read may have to undergo this process more than one time.

Do not fold or bend the card or you will have to undergo this process more than one time.

You must present at least one form of picture identification to the organization taking the fingerprints.

(3) Once you have filled out both sides of the Green card and you have been fingerprinted, return them to the Wolcott Public Schools Business Office with a **money order/ bank check for the appropriate fee(s).**

Employees - \$13.25 money order/bank check made payable to: "Treasurer – State of CT"

***Volunteers** – (two separate payments required)

Each money order/bank check made payable to: "Treasurer – State of CT"

- \$11.25 money order/bank check for Federal Background Check
- \$75.00 money order/bank check for State Criminal Conviction History

***Each volunteer fee requires a separate money order/bank check both should be made payable to: "Treasurer – State of CT".**

No cash or personal checks are allowed, must be a money order or a bank cashier's check.

Before you undertake any of the above, you must go to the Superintendent's office at 1488 Woodtick Road (upper level of Alcott School – Central Office Wing/BOE Offices) and run your license through the LobbyGuard machine. This exercise is in addition to the fingerprints. The machine will print you a pass with your photo on it that you may take to the school you are volunteering/working at it will serve as identification for volunteers or temporary ID for new staff.

It is the policy of the Wolcott Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program because of his or her race, color, religion, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation, past or present history of mental disorder, learning disability or physical disability
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

REVISED 01/19



Wolcott Public Schools
 Business Office
 1488 Woodtick Road
 Wolcott, Connecticut 06716

Phone: 203-879-8180
 Facsimile: 203-879-8011
 Website: www.wolcottps.org

VOLUNTEER APPLICATION

Please note that in addition to completing this application, volunteers must be fingerprinted to ensure the safety and well-being of Wolcott's children. Thank you for your understanding and cooperation.

School in which you are volunteering (circle): Wolcott High Tyrrell Alcott Frisbie Wakelee

Position(s) for which you are volunteering: _____

Date you can begin: ____ / ____ / ____

Name (Last, First and Middle Initial): _____

Address: _____ Town/State/Zip: _____

Home Phone: _____ Work Phone: _____

Days/Hours available: _____

Are you over the age of 18? Yes No

Have you ever been convicted of a crime, other than a traffic violation? Yes No
 (If Yes, describe the number of convictions, the specific offense(s) for which you were convicted and how many years ago the convictions(s) were entered.) _____

Employment History (most recent position):

Employer: _____
 Employer's Address: _____
 Employer's Phone: _____
 Title(s)/Position(s)Held: _____
 Job Duties: _____
 Supervisor's Name: _____
 Dates Employed: _____

Educational Background (list schools attended):

Name / Location of Institution: _____
 Degree / Year Awarded: _____
 Name / Location of Institution: _____
 Degree / Year Awarded: _____

Special skill(s) or certification(s), license(s) or similar credentials that would be of benefit in this position

References

Provide three references, other than family members, who can attest to your performance/character:

Name	Years Known	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

ACKNOWLEDGMENT AND RELEASE TO OBTAIN INFORMATION

I have answered all of the above questions to the best of my ability. I hereby certify that there are no omissions of any kind, and no misrepresentations or falsifications, and that the above answers are true and accurate and are made in good faith. I understand and acknowledge that, if I am volunteering for the Wolcott Public Schools, any omission I have made or misrepresentation or falsification, may be grounds to discontinue further consideration of my application.

I hereby authorize and voluntarily release the Wolcott Public Schools to conduct any necessary inquiries and collect any necessary information as to my character, reputation and ability to perform in the position I am applying for, including but not limited to review of my educational and employment references and background, a criminal conviction history check, and I release from any liability any and all former employers or educators, or personal or other references who supply the Wolcott Public Schools with information about my background, education or employment history.

Signature: _____

Date: ____/____/____

FBI Privacy Act Statement

*This privacy act statement is located on the back of the **FD-258 fingerprint card**.*

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Applicant Signature: _____ **Date:** _____

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification⁴ by Wolcott Public Schools that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.⁵
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.⁶

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁷

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If you need additional information or assistance, please contact:

<p>Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p>Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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Applicant Signature: _____ **Date:** _____

⁴ Written notification includes electronic notification, but excludes oral notification.

⁵ <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

⁶ See 28 CFR 50.12(b).

⁷ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must provide to the applicant written notification¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials must ensure that an applicant receives, and acknowledges receipt of, an adequate Privacy Act Statement when the applicant submits his/her fingerprints and associated personal information.²
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the employment, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34.
- Officials should not deny the employment, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

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¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b), 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article 1V(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906 2(d).