

**CARTERET COUNTY PUBLIC SCHOOLS
EMPLOYMENT BACKGROUND
AUTHORIZATION & RELEASE
FOR NEW HIRES & SUBSTITUTES**

The purpose of this form is to notify you, in accordance with present federal law that a background report, including a criminal records check, will be obtained on you in consideration for employment [permanent, temporary, substitute] and/or in the course of your employment with the Carteret County Schools. I understand that the information below regarding sex, race and date of birth is requested for the sole purpose of gathering the above information correctly, and will not be used to discriminate against me in violation of any law.

Last Name	First Name	Middle Name
Other (Maiden, aliases, etc.)	Present Address	City, State, Zip
DOB: Mo. Day Year	Gender: Race:	Phone
Driver License #	State of Issue	Social Security #

In consideration with this request, I authorize all corporations, former employers, credit agencies, education institutions, law enforcement agencies, city, state, county and federal courts, and military services to release information about my background, including but not limited to, information about my employment, education, consumer credit history, driving record, criminal record, and general public record history, to the person or company with which this form has been filed, or its agents. This releases the aforesaid parties from any liability and responsibility for collecting the above information. I understand I have the right to make a request of the Consumer Reporting Agency, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above mentioned reports at any time during my employment (or contract).

Please list all cities, counties and states in which you have lived within the **past 20 years**. Attach another page if necessary:

Street	City	County	State	Dates
Street	City	County	State	Dates

Please list any felony or misdemeanor criminal convictions, guilty pleas, pleas of no contest, deferred prosecutions, prayers for judgment, and pending charges. Your listing should include DWI/DUI convictions; guilty pleas etc. but exclude minor traffic violations. Please provide date(s), court of jurisdiction, and state.

Are you a retiree of the NC Teachers & State Employees Retirement System? yes no

If so, when did you retire? _____(mm/dd/yyyy) If yes, have you served a 6 month break in service? yes no

Are you a retiree from another State? If so, name state and date of retirement _____

Previously worked for CCS: yes no If so, location and years _____

Position desired _____ School/Location _____

Signature Date

HUMAN RESOURCES

Approved _____ Disapproved _____

Date _____

Signature _____