

**Contact: Campus Police  
at 226-4702 to set up  
an appointment**

## **BIRMINGHAM-SOUTHERN COLLEGE**

### **AUTHORIZATION FOR CRIMINAL HISTORY BACKGROUND INFORMATION CHECK**

*The Alabama Child Protection Act of 1999* (the “Act”) requires certain educational institutions, including Birmingham-Southern College, to request criminal history background information checks on applicants for employment and certain current employees. The Act mandates that applicants and affected current employees who have unsupervised access to “children” (defined by the Act as any person under 19 years of age): (i) be fingerprinted; and (ii) sign a written consent permitting a criminal history background information check. Current employees (referred to in the Act as a “current employee under review”) are subject to the Act’s requirements if their employment status is under review, based upon reasonable suspicion concerning their fitness to teach or to have responsibility for the safety and wellbeing of children.

#### **IDENTIFICATION DOCUMENTS:**

You must provide a valid identification document, which includes your name, address, date of birth, race, gender and social security number. Acceptable identification documents include such items as a valid U.S. or foreign passport, a driver’s license or a birth certificate. A copy of one or more of these identification documents should be attached to this Authorization.

#### **CONVICTIONS:**

As an applicant or an employee under review, you certify that you have not been convicted of a crime that bears upon your fitness to teach or to have responsibility for the safety and well-being of children (as defined above). If you have been convicted of such a crime, you must provide a description of the crime and the particulars of the conviction. Failure to reveal a prior conviction that would bear upon your fitness to teach or to have responsibility for the safety and well-being of children, or any other conviction, may cause an applicant, if later employed, or a current employee under review, to face dismissal for falsifying employment application information.

### **REASONABLE SUSPICION:**

If you are a current employee under review, a criminal history background information check only may be requested based on reasonable suspicion. Reasonable suspicion is defined by the Act as “belief by a prudent person that reasonable articulable grounds exist to suspect that the employee’s past or present behavior should be reviewed to determine if such behavior or conduct bears upon the individual’s fitness to teach or have responsibility for the safety and well-being of children.” A current employee under review must be apprised of the reasons supporting a request for a criminal history background information check and must be provided the opportunity to present additional information on his/her behalf to Birmingham-Southern College.

### **RIGHT TO OBTAIN A COPY OF THE BACKGROUND CHECK:**

You have the right to obtain a copy of the background information check report, to challenge the accuracy and completeness of any information contained in the report, and to obtain a prompt determination as to the validity of such challenge before a decision to hire or to retain you is made by Birmingham-Southern College.

### **ACCESS TO CHILDREN:**

Before the background check is completed, you may be denied employment by Birmingham-Southern College, or (in the case of current employees) you may be denied unsupervised access to children pending such completion.

### **REFUSAL:**

If you are an applicant for employment and you refuse to give written permission for a criminal history background information check to be conducted, you will not be hired.

**DUE PROCESS RIGHTS:**

Whether you are an applicant or a current employee under review, you are entitled to certain due process rights. Both an applicant and a current employee under review are entitled to: (1) challenge the accuracy and completeness of any information contained in the background information check report; and (2) obtain a prompt determination as to the validity of such challenge before a decision to hire or to retain you is made by the College.

Any such challenge must be made in writing to the President of the College within seven (7) calendar days of your receipt of the background information report from the Department of Public Safety.

**SUITABILITY DETERMINATION:**

The State Department of Education will provide a suitability determination, based on the results of the criminal history background information check and the criteria described herein, to the President of Birmingham-Southern College. The College does not receive a copy of the background information check.

I, the undersigned applicant or current employee under review, understand the foregoing authorization and I acknowledge that *The Alabama Child Protection Act of 1999* requires Birmingham-Southern College to obtain a criminal history background information check on me. I consent to have this background information check obtained and released to the State Superintendent of Education. I also agree to provide two complete, functional sets of my fingerprints to the Birmingham-Southern College Campus Police.

DATED \_\_\_\_\_, 20\_\_\_\_\_.

**SIGNED:** \_\_\_\_\_  
Applicant or Current Employee

**Print Name:** \_\_\_\_\_