Adjunct Hiring Procedure and Digital Packet

Once an offer has been accepted, the new adjunct must carry out the following steps to complete the hiring process:

**Step 1**
Fill out the *Application for Adjunct Instructor Position* form (found in the adjunct digital packet) and forward to Rhonda Constance at rconstan@bsc.edu.

**Step 2**
Call 226-4702 to schedule an appointment to have fingerprints taken. Take the fingerprint forms (found in the adjunct digital packet) to the appointment and return completed fingerprint cards along with a photocopy of a valid driver’s license to Rhonda Constance in Munger Hall 104.

**Step 3**
Order an *official transcript* of the highest degree and have it sent to Rhonda Constance at rconstan@bsc.edu.

An adjunct contract will be issued electronically once the Provost’s Office has received the CV, application for adjunct instructor position, fingerprint report, photocopy of a valid driver’s license, and official transcript. Contracts will be sent to personal email addresses via Docusign. BSC’s Office of Human Resources will also be notified of the new hire at this point.

New adjuncts must also complete and return employment tax forms sent electronically by the BSC Office of Human Resources.
Application for Adjunct Instructor Position

Date __________________________

Name ____________________________________________

Last             First             Middle

Street Address __________________________________________

City ______________________ State ______________________ Zip ______________

Telephone __________________________ Email __________________________

Date available __________________________

Are you currently legally authorized to work in the United States?    Yes    No

If no, please explain __________________________________________

Have you ever been convicted of a felony?    Yes    No

If yes, please explain __________________________________________

Educational History (list highest degree first)

Institution ___________________ Degree awarded ___________________ Year awarded ___________ Discipline(s)

Previous college teaching experience (include a list of courses taught)

Other training, skills, credentials, or certifications that relate to your qualification to teach (a) particular course(s) in (a) particular discipline(s)

Professional References

Name Title Employer Telephone Email

1.

2.

3.
Certification and Release

I certify that the information I have given in this application for employment is true, correct and complete. I further certify that, in completing this application, I have not withheld any facts or information that would be important or relevant to Birmingham-Southern College in its consideration of my application. I understand that any misrepresentation or omission of information by me will result in my application being denied, or will be cause for my immediate termination in the event such misrepresentation or omission is discovered after I have been employed by the College. BSC complies with the Alabama Child Protection Act of 1999. I understand that Birmingham-Southern College is required by that Act to obtain a criminal background history check on me. I consent to have this background information check obtained by and released to Birmingham-Southern College. I also agree to provide a complete, functional set of my fingerprints to the BSC campus police.

I also agree to allow Birmingham-Southern College to have a consumer investigative report made as to my employment history, motor vehicle driving record, social security information, and any other information deemed relevant to my potential employment by the College. I am aware that the background report I consent to have prepared may include information obtained from a variety of sources, including but not limited to governmental agencies, courts, law enforcement officials, and any other person, firm or entity having control or possession of any information pertaining to me or my background. I am aware that, if I choose, I may obtain, at my expense, a copy of any consumer investigative report prepared concerning me, if I make a request for such a copy in writing.

I specifically consent to allow Birmingham-Southern College to contact any person whom I have identified in this application, whether as a reference, a former employer or otherwise. By this consent, I hereby release, discharge, exonerate, hold harmless and indemnify BSC (including all its trustees, officers, employees, agents and representatives), together with any other person, firm or entity furnishing information to BSC, from any and all liabilities of every nature and kind, including but not limited to, claims for libel, slander, invasion of privacy, related tort claims, or any other claim or cause of action whatsoever, unless this release is determined to violate the law or the public policy of the State of Alabama, and, in that event, my release will be permitted to the maximum extent allowed by Alabama law.

I understand that Birmingham-Southern College may send this authorization and release to third persons or parties. I agree that a photocopy or facsimile of this document, as signed by me, will be as valid as an original.

In the event I am hired by Birmingham-Southern College, I agree to comply with and abide by all policies and procedures of the College relating to employment and conduct by employees.

Signature ____________________________ Date _____________

________________________________________

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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:________________________________________

DFYWL-62000
APPLICATION TO REVIEW ALABAMA CRIMINAL HISTORY RECORD INFORMATION

PERSONAL INFORMATION

Full Name (First, Middle, Last, Suffix): ________________________________ Sex/Gender: ☐ Male ☐ Female

Aliases/Nickname: ________________________________________________

Applicant Current Address: _________________________________________

City: __________________ State: ______ Zip Code: __________ SSN: _______

Date of Birth: (MM/DD/YYYY) Driver's License Number: ___________ Issuing State: ______

Race: ☐ White ☐ Black ☐ Asian ☐ Indian ☐ Other (please specify) __________

Home Phone: (_____) Mobile Phone: (_____) Work Phone: (_____)

WORK INFORMATION

Employer Name: ________________________________________________ Employer Phone: (____)

Contractor Name: ______________________________________________ Contractor Phone: (_____)

State Agency: ________________________________________________ Agency Phone: (_____)

Work Email Address: ____________________________________________

Job Role/Classification: __________________________ Supervisor Name: ________________________________

Included with my Release are the following items:

☐ Completed Application signed by applicant and two witnesses OR notarized.

☐ The required copy of my valid photo identification.

☐ A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required.

☐ If applying for state employment/licensure/certification, reference that agency's fee requirements for a background check.

☐ PERSONAL REQUESTS ONLY: The required $25.00 administrative fee (must be in the form of a money order or cashier's check made payable to the ALEA, Criminal Records and Identification Unit).

AFFIDAVIT FOR RELEASE INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to:

Name & Address of Requesting Agency or Authorized Agent*

I, the above referenced individual, hereby request to release any and all criminal history record information (CHRI) maintained by both the Alabama Law Enforcement Agency, the Federal Bureau of Investigation, and any information relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that no person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than $5,000 nor more than $10,000 or imprisoned in the state penitentiary for not more than five years or both. §41-9-601, Code of Ala. (1975). Furthermore, as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 I have the right to challenge or appeal any portion of my state and/or federal CHRI that I believe to be inaccurate (see "Appendix A" for contact information).

Applicant Signature __________________________ Date __________

Name of Witness __________________________ Name of Witness __________________________

Address of Witness __________________________ Address of Witness __________________________

City, State and Zip __________________________ City, State and Zip __________________________

Sworn to and subscribed before me this _____ day of ________________, 20___.

Notary Signature __________________________ My Commission Expires __________

FOR ALEA OFFICIAL USE ONLY: TCN: _______ SID: AL_________

Received By (Initials): _______ Date: _______ Processed By (Initials): _______ Date: _______

Walk-in/Hand Delivered ☐ Mailed ☐ Status: _______ Initials: _______ Date: _______

Billed: _______ Paid: _______ No Charge: _______

Background check Qty: _______ Total: $ _______

Certified Letter Qty: _______ Total: $ _______

SBI Form 46 Rev. 10-01-17
An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Criminal Records and Identification Unit that he or she believes to be inaccurate. To submit a challenge regarding criminal history record information (CHRI) provided by the Alabama Law Enforcement Agency, Criminal Records and Identification Unit, please complete the steps described below and mail this form and all supporting documentation to: ALEA Criminal Records and Identification Unit – P.O. Box 1511 – Montgomery, AL 36102-1511 – ATTN: Record Challenge.

Failure to properly complete the form or provide the appropriate documentation, may cause a delay in processing your request.

I, ____________________________, wish to challenge my Alabama CHRI provided to me by the Alabama Law Enforcement Agency Criminal Records and Identification Unit on ___/___/____.

- I understand that I must return this challenge form, along with the documentation required below, to the ALEA Criminal Records and Identification Unit no later than one year in order to challenge this information under this request. I further agree and understand that I must submit a new Request to Review or Challenge my criminal history record information in accordance with the procedure established by the Alabama Justice Information (AJI) Commission should I wish to challenge my Alabama criminal history after that date.

- I understand that I must provide below or ATTACH IN WRITING TO THIS FORM the following information regarding EACH arrest and/or disposition I am challenging before my challenge can be reviewed or processed by the ALEA Criminal Records and Identification Unit. I also understand that I should attach copies of the official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.

- I understand that my challenge will be reviewed by an ALEA Criminal Records and Identification Unit official, along with the documentation provided. I also understand that my challenge may also be sent to the originating criminal justice agency with custody over the challenged information for their review, and that this process may take several weeks or longer to complete.

Please list the SPECIFIC charge, date, and Arresting Agency/Court for each arrest or disposition being challenged:

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<th>DATE</th>
<th>AGENCY</th>
<th>ARREST CHARGE/DISPOSITION CHALLENGED</th>
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Please also provide the following details:

A. The details related to why each specific arrest or disposition listed above is inaccurate:

B. The information believed to be correct information for each arrest or disposition being challenged:

C. The agency and/or court where I obtained what I believe to be the correct supporting information (if applicable) from is:

Signature: ____________________________ Date: __________________

SBI Form 46 Appendix A Rev. 10-01-17
Applicant Instructions
For completing the ALEA Application to Review Alabama Criminal History Record Information or to Challenge Alabama Criminal History Record Information

In order for your request to review, challenge or appeal your Alabama Criminal History Record Information to be processed by the Alabama Law Enforcement Agency (ALEA), you must complete the ALEA Application to Review (SBI Form 46) or to Challenge Alabama Criminal History Record Information (SBI Form 46 Appendix A) in accordance with the following instructions:

1. Your application must include ONE COPY of at least one of the following forms of your own valid photo identification:
   a. A valid unexpired United States state-issued photo driver license or photo ID (non-driver) card;
   b. A valid unexpired United States Citizenship and Immigration Service Document, which may include either:
      i. Certificate of Naturalization N-550
      ii. Replacement Certificate of Naturalization N-570
      iii. Special Certificate of Naturalization N-578
      iv. Certificate of Citizenship N-560
      v. Replacement Certificate of Citizenship N-561
      vi. Certificate of Citizenship (Posthumous) N-645, N-645A
   c. A valid unexpired United States Passport;
   d. A valid unexpired Foreign Passport which meets the following requirements:
      i. A foreign passport must contain a Valid United States Visa or i-94 to be used as a primary proof of identification; or
      ii. A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.

2. Your application must include the required $25.00 administrative fee in the form of only a cashier's check or a money order made payable to the "Criminal Records & Identification Unit" (sorry — personal and/or business checks are not accepted); and

3. Your application must include a classifiable set of your own fingerprints, taken by an authorized law enforcement agency with an FBI-issued Originating Agency Number (ORI).
   a. The fingerprints accompanying your application should be provided to ALEA on an official FBI-approved "Applicant" fingerprint card or a FBI-approved AFIS printout of an official "Applicant" fingerprint card (i.e., FBI blue card). This ensures positive identification and insures that the proper criminal record is reviewed.
   b. Details for the fingerprinting agency may be found in APPENDIX C.

4. Your completed request and all of the required documentation should be mailed to:
   Alabama Law Enforcement Agency
   Criminal Records and Identification Unit
   ATTN: Background Checks
   P.O. Box 1511
   Montgomery, Alabama 36102-1511

5. If your application is to CHALLENGE any part of your CHRI maintained by ALEA, the application must include, at a minimum:
   a. A copy of the Alabama Criminal History Record being challenged;
   b. The charge and DATE of each specific arrest or disposition being challenged;
   c. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
   d. A listing of each specific arrest or disposition being challenged;
   e. The details related to why each specific arrest is inaccurate;
   f. What the applicant believes to be the correct information for each arrest or disposition being challenged;
   g. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
   h. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.

6. Your completed request and all of the required documentation should be mailed to:
   Alabama Law Enforcement Agency
   Criminal Records and Identification Unit
   ATTN: Record Challenge
   P.O. Box 1511
   Montgomery, Alabama 36102-1511

Please allow a minimum of 4-5 weeks from the date the application is received by ALEA for ALEA to process your request for review. Requests to Challenge CHRI information do NOT fall under this timeframe, as they require additional research, contact and verification with the arresting agencies, etc. If you have any questions concerning this procedure, you may contact ALEA by calling 334-517-2450 or 1-866-740-4762.

SBI Form 46 Appendix B Rev. 10-01-17
Instructions for Law Enforcement Official
Taking the applicant’s fingerprints on FBI “Applicant” Fingerprint Card
FD-258 (Rev 12-10-07)

In accordance with Alabama law and the procedures established in Section 265-X-2 of the Alabama Administrative Code, individual citizens may request and may be provided with classifiable sets of their own fingerprints to accompany a request for his/her own Alabama Criminal History Record Information (CHRI) from the Alabama Law Enforcement Agency (ALEA).

One of the requirements for an individual to request their own criminal history record information is that the individual to provide ALEA with a classifiable set of his or her own fingerprints (taken by an authorized law enforcement agency with an FBI-issued ORI) with his or her application to Review or Challenge his or her own Alabama criminal history. This ensures positive identification and insures that the proper criminal record is reviewed and/or challenged.

1. The individual you are fingerprinting should provide proper identification to your agency upon request.

2. The individual’s fingerprints should be taken by law enforcement on an FBI “Applicant” Fingerprint Card (i.e. blue card). Please ensure that your agency’s name and ORI, AND your name and telephone number, are included on the completed fingerprint card. A sample of the FBI “Applicant” Fingerprint Card FD-258 (Rev 12-10-07) for your reference purposes is provided below.

3. Please return the completed fingerprint card to the applicant, as it is the APPLICANT’s responsibility to mail the completed CHRI Release Form (SBI Form 46), along with his/her own fingerprint card and the other required documents. See SBI Form 46 Appendix B for mailing instructions.

4. If you have any questions, please call ALEA at 334-517-2450 or 1-866-740-4762. To request blank FBI APPLICANT cards, your law enforcement agency may contact the FBI Customer Service Group, CJIS Division Biometric Section at (304) 625-5590 or by e-mail at identity@ic.fbi.gov.