



Waiver Agreement and Consent for Criminal Background Check

Metropolitan Nashville Public Schools (MNPS) requires a Criminal Background Check (CBC) on all new employees, re-hired employees, volunteers and vendors. Clearance on a CBC neither entitles an individual to nor guarantees employment with MNPS.

I hereby authorize Metropolitan Nashville Public Schools or its contractor _____ to submit a set of fingerprints through the TBI vendor and this form to the Tennessee Bureau of Investigation (TBI), for the purpose of accessing and reviewing Tennessee and national criminal history that may pertain to me directly from the FBI, pursuant to 28 CFR, Sections 16.30-16.34. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. Additionally, I authorize MNPS to conduct a criminal/background check utilizing records supplied by the Metropolitan Nashville Criminal Court Clerk, the Tennessee Department of Children's Services and the Tennessee Department of Health.

I understand that until the criminal history background check is completed, MNPS may choose to deny me unsupervised access to its locations. I further understand that upon request, MNPS will provide me with a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before MNPS make a final decision about my status as an employee, volunteer, contractor or subcontractor.

I have read the information above and understand that my employment or access to MNPS is contingent upon satisfactory results of the fingerprint and other background checks. I further understand that periodic background checks are performed on school district employees. I am to report any arrest or criminal citation to my immediate supervisor within 24 hours of the incident. **Failure to do so may result in my termination.**

Full Legal Name (Please Print): _____
Last Name First Name MI

Maiden Name or other names used: _____ Date of Birth: _____

Social Security Number: _____ Race: _____ Gender: ☐ Male ☐ Female

Present Address: _____ City: _____ State: _____ Zip: _____

Home Phone: () _____ Cell Phone: () _____ Email Address: _____

Fingerprinting For: ☐ MNPS ☐ Charter ☐ Other _____
Name of Organization

Please check ONE box that applies and list the school/department if applicable:

☐ Certificated _____ ☐ Support _____

☐ Volunteer _____ ☐ Vendor/Contractor _____

☐ Charter School _____ ☐ Other _____

☐ MNPS Bus Driver ☐ MNPS Substitute ☐ GCA/ABM ☐ Food Service ☐ HES ☐ Gray Line Bus Driver ☐ EverDriven ☐ Non-Faculty Coach

I ☐ HAVE ☐ HAVE NOT been convicted of a crime If convicted, please briefly describe: _____

I ☐ HAVE ☐ HAVE NOT received a copy of the Applicant's Privacy Rights Applicant Signature: _____ Date: _____

MNPS OFFICE USE ONLY

TBI/FBI Check Date: _____ By: _____ Documentation on File in the Office of Criminal Background Clearance

- ☐ The Tennessee/National Check shows NO indication of a fingerprint record or local background checks for the applicant.
☐ The Tennessee/National Check shows THERE IS an indication of a fingerprint record or local background checks for the applicant.

FBI Statement 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 notification¹ 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.²
- 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 employment, license or other benefits based on information in the criminal history record³.

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 Council⁴.

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 official communication from that agency, the FBI will make any necessary corrections/changes to your record in accordance with the information supplied by that agency (see 28 CFR 16.30 through 16.34).

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

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

³ See 28 CFR 50.12(b)

⁴ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d)