

**FORSYH PUBLIC SCHOOLS**  
**TEACHER APPLICATION PACKET**

**Applications should include the following:**

- \* Letter of Application
- \* Completed Application
- \* Current Resume'
- \* Copies of Certification
- \* Copies of all College/University Transcripts
- \* At least three recent Letters of Recommendation
- \* Consent to Fingerprint Background Check

School Information: [www.forsythpublicschools.org](http://www.forsythpublicschools.org)

Community: [www.forsythmt.com](http://www.forsythmt.com)

## **FORSYTH PUBLIC SCHOOLS**

**www.forsythpublicschools.org**

425 North 10th Avenue

PO Box 319

Forsyth, Montana 59327

(406) 346-2796

(406) 346-7455 FAX

AN EQUAL OPPORTUNITY EMPLOYER  
THAT ENCOURAGES APPLICATIONS  
FROM ALL PERSONS  
REGARDLESS OF RACE,  
RELIGION, SEX, AGE,  
NATIONAL ORIGIN  
OR HANDICAP

## **TEACHER APPLICATION**

FOR DISTRICT USE ONLY

Date Application Received \_\_\_\_\_

Application Material Received:

Letter of Application \_\_\_\_\_

Resume \_\_\_\_\_

District Application \_\_\_\_\_

Narrative \_\_\_\_\_

Transcripts \_\_\_\_\_

Placement Papers/Letter of

Recommendation \_\_\_\_\_

Copy of Certificate \_\_\_\_\_

Reviewed by \_\_\_\_\_

Notification: Letter \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_

Creditable Years of Experience: \_\_\_\_\_

Degree \_\_\_\_\_ Credits \_\_\_\_\_

**TO THE APPLICANT:** After completing this form, return it to:

**Chris Hess, Superintendent**  
**Forsyth Public Schools**  
**PO Box 319**  
**Forsyth, MT 59327-0319**

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
STREET

CITY STATE ZIP CODE

TELEPHONE (PLEASE INCLUDE AREA CODE)

REFERRAL SOURCE: \_\_\_\_\_ ADVERTISEMENT \_\_\_\_\_ UNIV. PLACEMENT

\_\_\_\_\_ DISTRICT EMPLOYEE \_\_\_\_\_ OTHER

The information contained on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of State or Federal law.

If information is contained in the resume, attach the resume and indicate "See Resume".

PERMANENT ADDRESS \_\_\_\_\_

MAILING

STREET

CITY

TELEPHONE (PLEASE INCLUDE AREA CODE)

E-MAIL ADDRESS \_\_\_\_\_

MAJOR AREA(S) OF CERTIFICATION \_\_\_\_\_

MINOR AREA(S) OF CERTIFICATION \_\_\_\_\_

POSITION FOR WHICH YOU ARE APPLYING

OTHER POSITIONS FOR WHICH YOU ARE

QUALIFI\_\_\_\_\_ **EXTRA-CURRICULAR INTERESTS**

Please indicate areas in which you have experience and/or ability to assist in an extra-curricular program. This includes such areas as: Music, Speech & Drama, Annual and Athletics. List the specific activities, not just the area, for which your are qualified and willing to direct:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

### **EDUCATION:**

COMPLETED EDUCATION NAME AND LOCATION OF SCHOOL	COMPLETED DEGREES	DATE GRADUATED	QUARTER HOURS	CUMM GPA
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## STUDENT TEACHING EXPERIENCE

(Beginning Teachers Only)

NAME AND LOCATION OF SCHOOL	DATES	NUMBER OF YEARS	TYPE OF EXPERIENCE: BLOCK PROGRAM, ALL DAY FOR QUARTER OR SEMESTER, SUBJECTS TAUGHT, ETC.
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PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

## TEACHING EXPERIENCE:

(Do not list substitute teaching, aide work, or student teaching. List only contracted teaching. )

NAME AND LOCATION OF SCHOOL	DATES	NUMBER OF YEARS	GRADE AND SUBJECT(S) TAUGHT	EXTRACURRICULAR ASSIGNMENTS
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PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

## TOTAL YEARS OF CERTIFIED/FULL-TIME SERVICE \_\_\_\_\_

(Do not include partial years of time other than full-time.)

**DATE OF CONSIDERATION:**

Are you presently under contract?\_\_\_\_\_ If so, Where?\_\_\_\_\_

May we contact current employer?\_\_\_\_\_Yes \_\_\_\_\_No (If "No", please explain)

\_\_\_\_\_

Work Phone Number\_\_\_\_\_ (Please include area code)

Are you willing to accept your place on a salary schedule based on training and experience? \_\_\_\_\_

Will you participate willingly in committee and other professional work? \_\_\_\_\_

**GENERAL HEALTH:**

FOR PAST TWO YEARS (CHECK ONE) \_\_\_\_\_ EXCELLENT \_\_\_\_\_ GOOD \_\_\_\_\_ FAIR

DAYS ABSENT FROM WORK: Last Year \_\_\_\_\_ Year Before Last \_\_\_\_\_

**Since you are applying for a position that involves working with children, please complete the following section and the "Consent to Fingerprint Background Check" form which is attached:**

Have you within the past seven (7) years been released from prison or been convicted of any offense that involves any form of violence, such as assault, rape, child abuse, child molesting, contributing to the delinquency of minors, extortion, blackmail, coercion or any crime which involves drugs?

NO \_\_\_\_\_ YES \_\_\_\_\_ If "Yes", please explain nature of crime, place and date:

\_\_\_\_\_

**Since you are applying for a position that often involves handling of money or school district property, please complete the following section:**

Have you within the past seven (7) years been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail or coercion? NO \_\_\_\_\_ YES \_\_\_\_\_ If "YES", please explain nature of crime, place and date:

\_\_\_\_\_

**NARRATIVE:**

Please complete this statement in 50 words or less: If employed by the Forsyth Public Schools, I would be a significant addition to the staff and community because:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:**

Give as references persons who are qualified to attest to your fitness for the position you seek. Include person(s) who know your ability and character. **DO NOT SAY, "REFER TO MY CREDENTIALS."**

NAME AND TITLE  
OF REFERENCES

NAME OF BUSINESS  
OR SCHOOL

ADDRESS AND  
TELEPHONE NUMBER

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**CERTIFICATION:**

Do you hold a valid Montana Certificate? YES\_\_\_\_\_ NO\_\_\_\_\_ Folio Number \_\_\_\_\_

Class of Certificate \_\_\_\_\_, Level of Certificate \_\_\_\_\_, Expiration Date \_\_\_\_\_

If you do not hold a Montana Certificate, proof of application must accompany this application or your application will not be processed. Write to the Director of Certification, Office of Public Instruction, P.O. Box 202501, Helena, Montana 59620-2501. Forsyth School District #4 does not assume any responsibility for your certification. Failure to register your certificate with the Office of the County Superintendent of Schools within the first sixty days of school will result in the District holding any further wages until your certificate is so registered and may be cause for termination.

**IMPORTANT:**

Application will not be considered unless all requested information is on file. It is your responsibility to request your school of record to forward a transcript and placement file; further, all information on application should be accurately completed.

**I hereby authorize Forsyth Schools to inquire as to my record with any and all of my former, current employers or references with no liability arising there from. I guarantee the correctness of this application. The making of any false statement herein will be sufficient cause for dismissal. I understand that misrepresentation or omission of facts called for is cause for dismissal.**

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Signature

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Date

## **THE SCHOOL DISTRICT**

The Forsyth School District provides educational services to approximately 475 students, K-12, who are housed in one elementary (K - 6) building and one middle school/high school (7 - 12).

The district has three administrators, 32 teachers, 32 support staff members and an annual budget in excess of \$3.8 million.

Forsyth Schools have an academic reputation state-wide. The Middle School/High School provides a comprehensive curriculum. An extensive Special Education program serves young people from pre-school through age 19. Staff members are well-qualified, care about their students, and are involved in a continuous program of professional improvement. A high priority has been placed with technology acquisition and integration into the curriculum.

The curriculum reflects both a strong commitment toward instruction in basic academic skills and attention to the special needs of all students. A variety of activity programs are provided and maintained for students.

The Board, administration, staff, students, and community work well together. Forsyth has actively supported its schools and prides itself in providing quality programs for all students.

## **THE COMMUNITY**

Located in Eastern Montana along the Yellowstone River, Forsyth serves as the cultural trade and business hub of the surrounding farming, ranching and mining area and provides services to approximately 5,000 people. The surrounding country is noted for its excellent hunting, fishing and other outdoor recreational opportunities.

The people of the area take pride in the nine hole golf course, their excellent community library, indoor swimming pool, exceptional medical and health care facilities, and many active social and civic groups. Quality housing is available at reasonable rates and prices.

ELEMENTARY SCHOOL TEACHER

REPORTS TO: Building Principal

I) DESIRED MINIMUM QUALIFICATIONS:

- A) Valid Montana Teaching Certificate with proper endorsement, ((or other qualifications as approved by the Trustees).
- B) Ability to write reports and business correspondence.
- C) Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- D) Ability to handle stressful situations.
- E) Ability to maintain confidentiality of employment and student matters.
- F) Ability to effectively manage time and responsibilities.

II) ESSENTIAL FUNCTIONS:

- 1) Plans and develops course of study suitable for a particular grade level following curriculum guidelines of District and state requirements.
- 2) Develops and presents specific lesson plans, using a variety of means, including lectures, projects, group discussions, exhibits, field trips, audio-visual and library resources, computers, and the Internet.
- 3) Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.
- 4) Conducts standardized tests in accordance with District policies and law.
- 5) Maintains order in the classroom and administers discipline when necessary to achieve proper behavior. May prescribe extra assignments, detention, or loss of playground privileges in cases of student misconduct.
- 6) Shares with other teachers and aides, the responsibility for monitoring areas outside of the classroom.
- 7) Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis. Attends and professionally prepares for all requested parent meetings, IEPs and CSTs.
- 8) Consults with other professionals, where there appears to be evidence of learning disabilities or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention, which appears warranted.
- 9) Reports cases of suspected child abuse according to state law.



- 10) Complies with Board policies, rules, regulations, and directives.
- 11) Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.
- 12) Participates in faculty meetings, educational conferences, professional training seminars, and workshops.
- 13) Supervises classroom aides and volunteers.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

III) EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax.

IV) WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for safety, well-being, and work output of students.

The noise level in the work environment is usually moderate.

V) PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

VI) MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have received a copy of this job description and understand the contents and responsibilities of this position.

---

Teacher

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Date

## **HIGH SCHOOL TEACHER**

**REPORTS TO: Building Principal**

### **I) DESIRED MINIMUM QUALIFICATIONS:**

- A) Valid Montana Teaching Certificate with proper endorsement, ((or other qualifications as approved by the Trustees).**
- B) Ability to write reports and business correspondence.**
- C) Ability to effectively present information and respond to questions from students, parents, staff, and the community.**
- D) Ability to handle stressful situations.**
- E) Ability to maintain confidentiality of employment and student matters.**
- F) Ability to effectively manage time and responsibilities.**

### **II) ESSENTIAL FUNCTIONS:**

- 1) Plans and develops course of study suitable for a particular grade level following curriculum guidelines of District and state requirements. Actual curriculum must often be tailored for multiple levels of academic ability and previous achievement.**
- 2) Develops and presents specific lesson plans, using a variety of means, including lectures, projects, group discussions, exhibits, field trips, audio-visual and library resources, computers, and the Internet.**
- 3) Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.**
- 4) Conducts standardized tests in accordance with District policies and law.**
- 5) Maintains order in the classroom and administers discipline when necessary to achieve proper behavior. May prescribe extra assignments or detention in cases of student misconduct.**
- 6) Shares with other teachers and aides, the responsibility for monitoring areas outside of the classroom.**
- 7) Counsels students when academic difficulties or behavior problems arise.**
- 8) Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.**
- 9) Consults with other professionals, where there appears to be evidence of learning disabilities or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention, which appears warranted.**
- 10) Reports cases of suspected child abuse according to state law.**
- 11) Complies with Board policies, rules, regulations, and directives.**
- 12) Works with guidance counselor in helping students select courses of study or college.**
- 13) Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.**

14) Participates in faculty meetings, educational conferences, professional training seminars, and workshops.

15) Supervises classroom aides.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **III) EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax.

### **IV) WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for safety, well-being, and work output of students.

The noise level in the work environment is usually moderate.

### **V) PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

### **VI) MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have received a copy of this job description and understand the contents and responsibilities of this position.

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Teacher

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Date

### **History**

Approved on: January 13, 2004

Revised on:

# FORSYTH SCHOOL DISTRICT

## PERSONNEL

5122F

### **APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF 1993** **AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT**

(This document consists of two pages)

To \_\_\_\_\_:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to (write in Agency or Entity name) \_\_\_\_\_ for the position of (please be specific) \_\_\_\_\_.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act(VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the entity (a) to which you have applied for employment or to serve as a volunteer, (b) by which you are employed or serve as a volunteer, or (c) which requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. These fingerprints will be used to conduct a search of FBI criminal history records. The entity conducting this background check may use the resulting record only for the authorized purpose(s) 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. 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).
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. If agency policy permits, its officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If the entity 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 <http://www.fbi.gov/about-us/cjis/background-checks> or by



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: DOJ-NCPA/VCA20120611

# FORSYTH SCHOOL DISTRICT

## PERSONNEL

5122F

contacting Montana Criminal Records and Identification Services at PO Box 201403, Helena MT 59620. 28 CFR, 16.30 through 16.34.

5. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: \_\_\_\_\_  
First Middle Maiden Last

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt.  
\_\_\_\_\_  
City State Zip

☐ I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

☐ I have not been convicted of, nor am I under pending indictment for, any crimes.

Your signature below acknowledges this entity has informed you of your privacy rights for fingerprint-based background check requests used by the entity for non-criminal justice purposes.

I have been provided with a copy of this form. I have read and understood the foregoing and my certification is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: DOJ-NCPA/VCA20120611

## NONCRIMINAL JUSTICE APPLICANT'S 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 a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>8</sup> by The Center for Children and Families that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, 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 updating 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 job, license, or other benefit based on information in the criminal history record.<sup>9</sup>

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.<sup>10</sup>

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 <http://www.fbi.gov/about-us/cjis/background-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 at the same address as provided above. 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 a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at [dojitsdpublicrecords@mt.gov](mailto:dojitsdpublicrecords@mt.gov) or 406-444-3625.

*Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.*

I do ☐ do not ☐ want a copy of the Privacy Act Statement.

Signed:

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Name

Date

<sup>8</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>9</sup> See 28 CFR 50.12(b).

<sup>10</sup> 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).



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: APPR&R 20120611

## **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 a job or 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.

- Officials must provide to the applicant written notice<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, 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 updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, 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.<sup>2</sup>

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.

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> 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), 50.12(b) and 906.2(d).