

Consent for Criminal Background Check

In order to protect the children in our care, Columbia County Christian School conducts a background check on all staff, parents, Board Members and volunteers. Your signature below authorizes CCCS and Criminal Information Services, Inc. to obtain information about you from various law enforcement agencies, courts, and corrections agencies. Please complete all information below for each applicant. Information obtained from this form is stored in a manner consistent with current CCCS Privacy Policy.

Full Legal Name: _____
Please print legibly.

Male _____ Female _____ DOB: _____

Drivers License # _____ State: _____ SS# _____

Current Address: _____

Other Names Used (maiden, legal name change, etc.): _____

Previous addresses in the past 7 years: _____

Have you ever been convicted of any crime? Yes _____ No _____

If "Yes", please explain: _____

I have reviewed and completed this form as applicable to me. I give CCCS permission to verify any information I have provided. This authorization shall continue to be effective until revoked by me. A photocopy or facsimile of this consent shall be as effective as the original. By my signature, I affirm that all information on this form is true and accurate and I have read the CCCS Privacy Policy attached.

Signature of Applicant: _____ Date: _____

Signature of Witness: _____ Date: _____

Columbia County Christian School Privacy Policy

Columbia County Christian School (CCCS) collects and maintains information from employees, applicants, parents and volunteers, as part of operating our school. We restrict access to nonpublic personal information to the Board and Administration with a business reason to know this information in order to properly operate our school.

CCCS may be required by law enforcement or judicial authorities to provide information on individual members to the appropriate governmental authorities. In matters involving a danger to personal or public safety, the school may voluntarily provide information to appropriate governmental authorities.

It is the policy of CCCS to protect the confidentiality of Social Security numbers obtained and used in the course of business from its employees, applicants, parents and volunteers. All employees and volunteers are expected to rigorously adhere to this policy. Anyone violating the provisions of this policy and its operating procedures will be disciplined accordingly.

Operating Procedures

1. *Collection of Numbers:* Social Security numbers will be collected from applicants, employees, parents and volunteers as required in order to meet federal and/or state reporting requirements. These purposes include:

- To conduct pre-employment and criminal background checks.
- To verify eligibility for employment.
- To withhold federal and state taxes.
- To comply with state new-hire reporting.
- To facilitate enrollment in benefits plans.

Note: Social Security numbers may also be collected from creditors, suppliers or independent contractors where no tax identification or employer identification number is accessible. Social Security numbers so obtained will be subject to the same provisions of the privacy policy as those for applicants, employees, parents and volunteers.

2. *Storage of and Access to Numbers:*

- Storage: All documents containing Social Security numbers shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained on secured, authorized-access computer stations only.
- Access: Only persons who have a legitimate business reason will have access to Social Security numbers. Persons granted such access must take all necessary precautions to ensure the integrity of records that include such numbers

when the records are not being used.

3. *Destruction of Numbers:* Records that include Social Security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction the records will be destroyed by shredding.

4. *State Laws:* Where this policy and operating procedures may conflict with a state law, the state law shall supersede this policy.