

Arlington Public Schools Fingerprint Request & Authorization Form

Please Print Clearly

To be completed by applicant. Additional questions on back of form.

Last Name: _____ First Name: _____

Middle Name: _____ Aliases: _____

Current Address (Include City, State, and Zip Code):

Gender: _____ Race: _____ Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Birth Date: _____ Birth Country: _____

Birth State: _____ Social Security Number: _____ Phone Number: _____

Please list all states where you have resided in the past five years other than Virginia:

1) _____ 2) _____ 3) _____ 4) _____ 5) _____

Signature*: _____ Date: _____

*If the applicant is under 18 years of age, a parent/guardian must give consent and sign below.

Parent/Guardian Signature: _____ Date: _____

Hiring Administrator Use ONLY

APS administrator signature required to fingerprint applicant

Hiring Administrator's Name (Print): _____ Location: _____

Signature: _____ Date: _____

Human Resources Staff ONLY

Candidates Position: _____ Location: _____

Type of Picture ID verified (Circle one): Driver's License, Passport, Military ID, DMV issued ID, Government issued ID

HR Staff Name: _____ Date: _____ Return Results To: _____

Human Resources Staff ONLY

Fingerprint Result

Checked by: _____ Date: _____

Cleared For Employment ☐ Retake Required ☐ Record Being Processed by Federal/State Agency ☐

Date cleared for employment after record is processed and received by Federal/State Agency _____

Please answer the questions on the back of this form ⇒

Fingerprints will be taken in the Human Resources Office located on the 4th floor at the Syphax Education Center—2110 Washington Blvd., Arlington, VA, 22204.

Applicants may not begin employment until Human Resources approves the fingerprint result.

- Applicant must complete and sign both sides of this fingerprint form.
- Hiring administrator must complete and sign the “Hiring Administrator Use Only” section of this form. Human Resources will not fingerprint an applicant without the hiring administrator’s signature.
- Applicant must present a valid government issued picture ID card (Driver’s license, Military ID, DMV issued ID, or a Passport).

Because of the tremendous responsibility Arlington Public Schools has to its school children and community, the following information is needed from all applicants and employees regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely can mean disqualification from consideration for employment or can be cause for consideration of dismissal if employed. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to Human Resources.*

Have you ever been fired, asked to resign, and allowed to resign in lieu of dismissal, denied renewal of an employment contract or received a dishonorable or bad conduct discharge? ☐ Yes ☐ No

Have you been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a minor (child under the age of 18)? ☐ Yes ☐ No

A Yes answer to this question will not automatically disqualify you for employment. Have you ever been convicted of any crime or offense (felony or misdemeanor)? Do not include convictions for minor traffic violations. Do include DWI/DUI convictions and habitual offender violations. ☐ Yes ☐ No

Have you ever entered a plea of guilty, been placed on probation or otherwise received a suspended imposition of sentence or deferred disposition to a charge of a felony, misdemeanor involving moral turpitude, the physical or sexual abuse or neglect of a child, sexual assault, use or possession of drugs, obscenity and related offenses. If yes, list the specific offense(s), the date of the court disposition or upcoming court date, and the name of the court and jurisdiction where the case was or will be heard. ☐ Yes ☐ No

Has a Social Services Department, Child Protective Service unit or any other governmental agency ever investigated charges of abuse or neglect against you and determined such charge to be "founded", "probably founded", "reason to suspect", or similar findings? ☐ Yes ☐ No

Are there criminal charges pending against you? ☐ Yes ☐ No

If you answered YES to any of the questions above, please attach a statement of explanation. (An affirmative response will not automatically disqualify an applicant.)

*CONVICTION means the final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

** A.R.S. 13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

I certify that I have read this form in its entirety and the information herein provided is true, accurate and complete. I understand that, should any statements I have made prove to be false, or misleading, it may result in the rejection of my application or in my immediate discharge if I am employed, I also understand that any misstatements or omission of fact on this form may result in my immediate discharge. Any such discharge following employment is without grievance rights. I further understand and agree that acceptance of this form on my part does not constitute an employment agreement, and that an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Applicant’s Signature _____

Date: _____