

**LAKELAND COMMUNITY COLLEGE  
HUMAN RESOURCES DEPARTMENT**

**REQUEST FOR A BACKGROUND CHECK VIA ELECTRONIC FINGERPRINTING**

As part of our ongoing commitment to ensuring the safety of our students, employees, and visitors, we require all finalists for employment with the College to submit their fingerprints to the Ohio Bureau of Criminal Identification and Investigation (and Federal Bureau of Investigation, as appropriate) in order to obtain a criminal history background report<sup>1</sup>.

The Human Resources Department, located in Room C-2103, is equipped to capture a digital image of your fingerprints and submit them to the appropriate agency. There is no need to schedule an appointment and the department is staffed for fingerprinting, Monday-Friday from 7:30am to 4:30pm. Before reporting to the Human Resources Department, you will need to print out this form and complete both sides. Please bring the completed and signed form with you, along with your driver's license or state-issued photo ID.

**Personal Information (please print)**

Name: \_\_\_\_\_ Driver License # \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

City: \_\_\_\_\_ Phone # \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

Department: \_\_\_\_\_

**Complete this portion only if an FBI background check is needed:**

Sex

Race

Height

Weight

Hair

Eyes

**\*If you are under the age of eighteen (18), you must have your parent or guardian sign below.**

As the parent or legal guardian of the minor listed above, my signature below indicates my approval for him/her to be fingerprinted in order to obtain a pre-employment criminal history. Further, my signature indicates that I have reviewed the accompanying disclosure and authorization form.

Parent/Guardian Signature: \_\_\_\_\_

This is page one of the Fingerprint Request Form

<sup>1</sup> Convictions do not preclude employment with the College. Several factors are considered when evaluating a candidate's criminal conviction history relative to his/her eligibility for employment with the College. These factors include the nature of the crime, age at the time, the time that has elapsed since the conviction and/or relevance to the position for which the candidate has applied and is being considered.

**DISCLOSURE AND AUTHORIZATION**  
**(IMPORTANT—PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION)**  
**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize this WebCheck agency (Lakeland Community College) to submit information to the Ohio Bureau of Criminal Identification and Investigation (BCI&I) to conduct a criminal records check for information relating to me.

I voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to the WebCheck provider or agency I have designated to receive this information.

I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and the FBI and their employees from all claims and liability related to this authorized criminal record review and dissemination.

This authorization and waiver is valid for one year from the date this background check was conducted.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please check the box that corresponds to the status of the position for which you've applied:**

- I am under consideration for a **TEACHING** position (defined as full or part-time) faculty teaching credit or non-credit (Continuing Education) courses.
- I am under consideration as a **NON-TEACHING employee, student worker, contractor or volunteer.**
- I am under consideration as an employee, contractor, or volunteer specifically assigned to a youth camp (to include jazz camp, sports camps, summer day camp, etc)
- I am under consideration as an employee of the **Teaching and Learning Center and/or Campus Kids.**
- I am under consideration as the **administrator of the Teaching and Learning Center and Campus Kids.**