



**St. Mary's County Public Schools (SMCPS)  
Employee Criminal Background Screening  
Application Agreement, Authorization, and Release**

I understand that the completion of a criminal history background screening is required as a condition of employment and for student activity leaders with SMCPS. I understand the information I have provided in this application and during the course of this process is submitted for consideration to determine my eligibility for employment or as a student activity leader with SMCPS. I hereby authorize SMCPS or any agent of SMCPS, to conduct this background screening process, which may include, but not be limited to, a criminal records report based on digital or inked fingerprint impressions, sex offender registry report, social security verification report, and driving history including traffic citations.

An employee criminal history background screening may also include a requirement to complete a drug screening test conducted by designated SMCPS staff and a private commercial organization.

I hereby release SMCPS, and any and all persons, business entities and governmental agencies, whether public or private, from any liability and responsibility for collecting the above information.

I understand I have the right to obtain a free copy of this report if: (1) any adverse action/decision is made based on the information in the report and (2) if the request is made in writing within 60 days of the adverse action.

**I believe, to the best of my knowledge, that all information I have provided is accurate, true, and correct and that I fully understand the terms of this release.**

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Employee, candidate for employment /student activity leader signature Date

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Department of Safety and Security Staff signature Date

All new prospective employee applicants for SMCPS must pay a \$60.00 background processing fee required at time of application, method of payment:

(circle one)

CASH      CHECK      MONEY ORDER      PAYROLL DEDUCTION  
(current employees only)

Note: All returned checks will not be resubmitted for payment and fee deduction from your first paycheck will be made if employed by SMCPS. All others will be referred to the St. Mary's County State's Attorney's Office for prosecution.