

Fingerprint Application

Alabama Applicant Processing Service (AAPS) Registration Procedures

Fingerprinting for a criminal background clearance can be done at locations approved by Cogent Systems. See Print Locations and Hours along with other important information at www.cogentid.com/al/index_adeNew.htm . The nearest locations for Winfield are:

U.P.S. Store

800 Highway 78 East

Jasper, AL 35501

(205)384-0507

Hours:

Monday – Friday 9:30am – 11:30 am
1:30pm – 4:00pm

Dana's Flowers

203 Columbus Street East

Fayette, AL 35555

(205)932-3262

Hours:

M, T, Th, F – 8:00am – 5:00pm
Wed. & Sat.- 8:00am – 12:00pm

CALL THEM BEFORE GOING HERE

All applicants **MUST** be registered online prior to arriving at a fingerprint location and bring confirmation of registration along with a valid identification.

Option 1: Online Registration – www.cogentid.com/al/index_adeNew.htm

Option 2: Telephone Registration – Call 1-866-989-9316

AAPS will not allow you to complete a registration unless all required fields have valid entries. Applicants are responsible for their own registration. Information entered incorrectly during registration and submitted during fingerprinting CANNOT be corrected and is the responsibility of the applicants. Changes to incorrect registration data may be corrected online or by telephone prior to fingerprint submission.

The AAPS fingerprint fee is **\$49.65**. Applicants may pay online during registration using a debit/credit card or at the fingerprint location with a money order or cashier's check. Payments must be made out to Cogent Systems. **No cash, credit cards, or checks are accepted at the fingerprint locations.**

NOTE: ANY PERSON WHO HOLDS A VALID TEACHER'S CERTIFICATE DOES NOT NEED TO APPLY FOR A SUBSTITUTE TEACHER'S LICENSE.

APPLICATION FOR NON-CERTIFIED EMPLOYMENT

Winfield City Board of Education

P.O. Box 70

Winfield, AL 35594

(205) 487-4255

PLEASE READ CAREFULLY

All information will be treated confidentially. Please answer all questions as completely as possible. The use of this form does not indicate that there are positions open and does not obligate you or the Winfield City Board of Education. The Winfield City Board of Education is committed to equal opportunity in employment and education and does not discriminate on the basis of age, sex, race, color, religion or national origin or against qualified disabled persons.

MARK THE APPROPRIATE SPACES

☐ New Application

☐ Previous Application of File

☐ Former Employee of the School System

Are you a Citizen of the U.S.?

☐ Yes ☐ No

If not, are you eligible to work in the U.S.?

☐ Yes ☐ No

INDICATE POSITION FOR WHICH YOU ARE APPLYING

☐ Cafeteria

☐ Bus Driver

☐ Secretary

☐ Maintenance

☐ Mechanic

☐ Janitor

☐ Aide

☐ Nurse

☐ Other (Explain)

PLEASE TYPE OR PRINT IN INK

PERSONAL AND GENERAL HISTORY

Name _____
Last First Middle/Maiden

Home Telephone Number () _____ Date of Birth _____

Mobile Telephone Number () _____

Mailing Address _____
City State Zip

Social Security Number _____

GENERAL INFORMATION

Are you presently employed? Yes _____ No _____

If yes, name and address of present employer: _____

Have you ever been discharged or requested to resign from a position?
Yes _____ No _____ (If yes, explain on a separate page)

Have you ever been convicted of a violation of law other than a minor traffic violation?
Yes _____ No _____ (If yes, explain on a separate page)

Are any criminal charges or proceedings pending against you?
Yes _____ No _____ (If yes, explain on a separate page)

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? Yes _____ No _____ (If yes, explain on a separate page)

EDUCATIONAL PREPARATION

<u>HIGH SCHOOL/AGENCY</u>	<u>ADDRESS</u>	<u>LEVEL OF COMPLETION</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other special training, qualifications, and experiences in any area of school or community work.

WORK EXPERIENCE

List all work experience. (Begin with the most recent)

DATES FROM/TO	COMPANY	ADDRESS	TELEPHONE	SUPERVISOR

REFERENCES

Please list persons, not related to you, who are expected to complete reference forms if needed.

NAME	ADDRESS	COMPANY/POSITION	PHONE

My signature below authorizes the school system to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers, educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school system and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Alabama Criminal Justice Information Center of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Department of Human Resources and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

And further more, I certify that I have made true and correct statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, falsely answered statement made by me on this application, or any supplement to it, will be sufficient ground for failure to employ or for my discharge and will constitute a release to the employer for liability should I become employed with the school system.

Date of Application _____

Signature of Applicant _____

*** * * * * DO NOT WRITE BELOW THIS LINE * * * * ***

Interviewed by _____

Date _____

Interviewed by _____

Date _____

Interviewed by _____

Date _____

Interviewed by _____

Date _____

DATE OF ORIGINAL APPLICATION _____