BOARD OF EDUCATION APPLICATIONS

Completed applications with investigation background forms must be HAND DELIVERED to the office of the City Clerk, City of Hoover, 100 Municipal Lane, 3rd Floor, by 5:00 pm on Friday, April 1, 2016.

****A valid I.D. will be required to be shown at the time of submittal.****

CITY OF HOOVER, ALABAMA
SCHOOL BOARD APPLICATION

Application Information

Dear Citizen,

On behalf of the Hoover City Council, we would like to thank you for your interest in being appointed to the Board of Education. Only residents of the City of Hoover can be appointed to the City of Hoover Board of Education.

All applications must be filled out completely. Additional pages may be used if desired. Typed applications are preferred; however, applications that are printed in ink will be accepted. All applications must be hand delivered by the applicant to:

City of Hoover, City Clerk's Office
100 Municipal Lane
Hoover, Alabama

Valid I.D. will be required to be shown by those submitting an application.

I. PERSONAL DATA

1. Name of applicant: _____ Telephone: _____

   Other name(s) under which references or other employers know you: _____

2. Current address: _____ Zip: _____

3. How long have you been a resident of the City of Hoover? _____ years

4. Previous address: _____ Zip: _____

5. Do you have any children/grandchildren attending Hoover City Schools? _____Yes _____No

   If yes, give ages and schools currently attending: _____

   _____

6. Do you have any relatives (by marriage or by blood) employed by Hoover City Schools: ___Yes ___No

   If yes, who and what position? _____

7. Have you, or any family members, ever applied for a position with Hoover City Schools? ___Yes ___No

   If yes, who and what position? _____

8. Have you ever been convicted of a crime other than a traffic violation? _____Yes _____No

   If yes, attach an explanation of the nature of the crime, place and date. A conviction record will not necessarily bar you from being a school board member.

9. Have you ever served in the Armed forces? _____Yes _____No

   If yes, please state: Branch of Service: _____

   Dates of Service: _____

   Your rank upon discharge, or if currently serving, your current rank: _____

   If discharged, the type of discharge: _____

II. EDUCATIONAL BACKGROUND

Please list high school and colleges attended and diplomas or degrees earned.

Names of Schools	Diploma/Degree Received	Year Received

III. COMMUNITY INVOLVEMENT

Please describe your current and prior community and civic involvement

IV. EMPLOYMENT HISTORY

Please provide the following information for your current and your last previous employer.

1. Current

Name of current employer:

Address: Telephone:

Your title or position: Dates of employment:

2. Previous

Name of previous employer

Address: Telephone:

Your title or position: Dates of employment:

3. Please describe your prior experience and expertise in the fields of education, finance, and business management.

V. RELATED EXPERIENCE AND INFORMATION

1. Please describe your experience or skills working directly with youth, issues affecting youth, and parenting.

2. Please describe your vision of community outreach for the School Board.

3. Please describe why you are interested in serving as an appointed School Board Member.

4. What do you believe are the most important responsibilities of a School Board member?

5. What do you believe are the most critical issues facing Hoover City Schools, and how would you contribute as a School Board Member?

6. How can Hoover City Schools increase participation by parents in their children's education:

7. What are the primary strengths you would bring to the position of School Board member?

8. Hoover City Schools have many programs for children with special education, bi-linqual, and other specific needs. How should Hoover City Schools assess and improve those areas?

9. What is your expectation of the time requirements of School Board membership?

INSERT A

All applicants must complete Insert A (questions 1 through 8), a document used by the Hoover Board of Education.

THE ROLE OF THE BOARD OF EDUCATION

The City of Hoover Board of Education is the governing body of the Hoover City Schools. Board responsibilities including, but no limited to: hiring the Superintendent, setting Board of Education policy; approving the Board of Education budget; establishing Board of Education goals and accountability standards; and promoting parent, family and community involvement in the schools, as well as other functions as necessary and permitted by Alabama law.

Both the City of Hoover and the City of Hoover Board of Education are Equal Employment Opportunity Employers.

Both the City of Hoover and the City of Hoover Board of Education prohibit discrimination based on race, color, religion, creed, national origin, gender, marital status, age, the presence of a disability, veteran status, or any other basis prohibited by law.

CERTIFICATION, AUTHORIZATION, AND CONSENT FOR RELEASE OF INFORMATION

I certify that all of the information I have provided in this application is true and correct. I authorize the City of Hoover to make an investigation of my personal, educational, vocational, and/or employment history. I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, government agency, or anyone else to provide the City of Hoover with information regarding me. I understand and consent to a criminal history background information check and understand that a similar criminal history background information check is made of employees of the City of Hoover Board of Education. I authorize and consent to any and all background checks or investigations conducted pursuant to this application for membership on the Board of Education. I acknowledge and understand that any adverse information obtained in conducting any background check may be considered in the decision whether or not to select me for a position on the City of Hoover Board of Education.

I hereby release and discharge the City of Hoover and the City of Hoover Board of Education from any and all liability in consideration for my being considered for membership on the Hoover City Board of Education. I further hereby release and discharge anyone who provides information regarding me to the City of Hoover or the City of Hoover Board of Education, releasing them from any and all liability in connection with the release and providing of this information.

I understand that any misrepresentation or omission of facts is sufficient cause to reject my application and prevent me from being selected for a membership on the City of Hoover Board of Education.

I understand that this application is a public document.

APPLICANT'S SIGNATURE _____ DATE _____

INSERT A

Hoover City Schools

APPLICANT DISCLOSURE STATEMENT

YOU MUST ANSWER ALL EIGHT (8) ITEMS ON THIS FORM.

1. CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts, or deferred or suspended sentence occurred.)

- ☐ Custodial Assault
- ☐ First, Second, or Third Degree Assault of a Child
- ☐ First, Second, or Third Degree Assault
- ☐ Simple Assault
- ☐ First or Second Degree Custodial Interference
- ☐ Incest
- ☐ First, Second, or Third Degree Rape of a Child
- ☐ Child Abandonment
- ☐ Child Abuse or Neglect
- ☐ Violation of Child Abuse Restraining Order
- ☐ Child Buying or Selling
- ☐ First, Second, or Third Degree Child Molestation
- ☐ First or Second Degree Sexual Misconduct with Minor(s)
- ☐ Patronizing a Juvenile Prostitute
- ☐ Selling or Distributing Erotic Material to Minor(s)
- ☐ Sexual Exploitation of Minor(s)
- ☐ Communication With a Minor for Immoral Purposes
- ☐ First Degree Arson
- ☐ First Degree Burglary
- ☐ Aggravated Murder
- ☐ First or Second Degree Murder
- ☐ First or Second Degree Extortion
- ☐ First or Second Degree Kidnapping
- ☐ First or Second Degree Manslaughter
- ☐ First, Second, or Third Degree Rape
- ☐ First or Second Degree Robbery
- ☐ Indecent Liberties
- ☐ Felony Indecent Exposure
- ☐ Vehicular Homicide
- ☐ Unlawful Imprisonment
- ☐ Malicious Harassment
- ☐ Criminal Abandonment
- ☐ First or Second Degree Criminal Mistreatment
- ☐ Promoting Pornography
- ☐ First Degree Promoting Prostitution
- ☐ Prostitution

☐ CHECK HERE IF YOU HAVE *NOT* BEEN CONVICTED OF *ANY* OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

2. Have you ever been convicted of any of the following crimes relating to financial exploitation where the victim was a vulnerable adult (defined as adults of any age who lack the functional, mental, or physical ability to care for themselves)

- First, Second, or Third Degree Extortion
- First, Second, or Third Degree Theft
- First or Second Degree Robbery
- Forgery
- Any of the foregoing crimes as they may have been renamed

ANSWER: ☐ NO ☐ YES IF YES, EXPLAIN BELOW.

_____

_____

_____

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance?

ANSWER: ☐ NO ☐ YES IF YES, EXPLAIN BELOW.

_____

_____

_____

(OVER)

4. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor, or to have physically abused any minor?

ANSWER: ☐ NO ☐ YES IF YES, EXPLAIN BELOW.

5. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor, or to have physically abused any minor?

ANSWER: ☐ NO ☐ YES IF YES, EXPLAIN BELOW.

6. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.

ANSWER: ☐ NO ☐ YES IF YES, EXPLAIN BELOW.

7. Have you ever been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult?

ANSWER: ☐ NO ☐ YES IF YES, EXPLAIN BELOW.

8. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 7 above?

ANSWER: ☐ NO ☐ YES

I certify under penalty of perjury under the laws of the State of Alabama that the foregoing is true and correct.

Applicant, Print Name: _____

Applicant Signature: _____

Date and Place: _____

TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED.

I certify under penalty of perjury that as of this date ___/___/___ a date on or after which I have been offered conditional employment with the Hoover City School District, the foregoing remains true and correct.

Your signature must be witnessed

Print Name: _____

Sign Name: _____

Witness Print Name/Title: _____

Witness Sign Name: _____

Date and Place: _____

ATTACHMENT TO SCHOOL BOARD APPLICATION

The Alabama Association of School Boards, in conjunction with the Alabama Association for School Administrators, collaborated on a project to develop a joint understanding of the roles and responsibilities of school board members and superintendents. The goal of this collaboration was to lead to allow school boards and superintendents to work together for greater student achievement, to appropriately respond to calls for increased accountability, and to promote a better understanding of, and support for public education. The collaboration identified the following as the roles and responsibilities of a school board in Alabama:

- To make clear that the board's primary role is the establishment of policies.
- To delegate to the superintendent responsibility for all administrative functions.
- To support the superintendent fully in all decisions that conform to professional standards and board policy.
- To hold the superintendent responsible for the administration of the school system through regular, constructive, written and oral evaluations of the superintendent's work.
- To provide the superintendent with a comprehensive employment contract.
- To give the superintendent the benefit of the board's counsel in matters related to individual board members' expertise, familiarity with the local school system, and community interests.
- To hold all board meetings with the superintendent or his/her designee present.
- To consult with the superintendent on all matters, as they arise, that concern the school system and on which the board may take action.
- To develop a plan for board-superintendent communications.
- To channel communications that require action through the superintendent and to refer all concerns, complaints and other communication to the superintendent.
- To take action upon the recommendation of the superintendent.
- To provide the superintendent with sufficient administrative personnel, including the area of monitoring teaching and learning.
- To work with the superintendent and the community to develop a vision for the school system.
- To work closely, where appropriate, with other governmental agencies and bodies.
- To provide resources for and encourage quality board and staff professional developments.
- To provide for self-evaluation of the board's effectiveness.
- To periodically review all school board policies.
- To provide leadership to seek necessary funds for the system and to oversee system financial operations to maintain financial accountability.
- To ensure board members understand that, under law, the school board acts as a board and that individual board members have no independent authority.

Client Name:	City of Hoover, Alabama	**Client Account Number:**	
Client Contact:	Suzanne Luter	**Client Phone Number:**	(205) 444-7549
Client Email:	luters@ci.hoover.al.us		

DISCLOSURE OF PROCUREMENT OF CONSUMER REPORT
AND/OR INVESTIGATIVE CONSUMER REPORT

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY:

PLEASE BE ADVISED that The City of Hoover, Alabama ("the End User") may obtain information about you from a Consumer Reporting Agency in order to evaluate your eligibility **for employment purposes**. Thus, you may be the subject of a **Consumer Report** or an **Investigative Consumer Report**, which may include information about your character, general reputation, personal characteristics, and mode of living, and which can involve personal interviews with sources such as your neighbors, friends, associates, or others. These reports may include credit information, credit history, employment history and reference checks, criminal and civil history information, motor vehicle records and moving violation reports ("driving records"), sex offender status reports, education verification, professional licensure verification, drug testing, Social Security Verification, and information concerning workers' compensation claims. Workers' compensation claims information will only be requested after a conditional offer of employment has been made. Credit history will only be requested in compliance with applicable federal and/or state laws. The scope of the Authorization will be all-encompassing, allowing the End User to obtain all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment without further notice, to the extent permitted by law. As a result, you should carefully consider whether to authorize the procurement of a report.

PLEASE BE FURTHER ADVISED that it is the End User who determines the nature and scope of any consumer report, and you have the right, upon written request to the End User and made within a reasonable time after receipt of this notice, to obtain a complete and accurate disclosure of the nature and scope of any such report. Furthermore, you have the right to request from the End User a written summary of the rights of a consumer prepared pursuant to the Fair Credit Reporting Act, 15 U.S.C. § 1681g(c).

FINALLY, PLEASE BE ADVISED that the Consumer Report and/or Investigative Consumer Report will be prepared by Employment Screening Services, Inc., 2500 Southlake Drive Birmingham, AL 35244, USA. Toll-free 866.859.0143, www.es2.com, or its subcontractor.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THE FOREGOING DISCLOSURE.

_____ _____

APPLICANT'S SIGNATURE DATE

_____

APPLICANT'S NAME IN BLOCK LETTERS

ESS
Employment Screening Services

2500 Southlake Park | Birmingham, AL 35244
www.es2.com

AUTHORIZATION

I HEREBY AUTHORIZE the City of Hoover, Alabama (the "End User") and ESS or ESS's subcontractor(s) to obtain "consumer reports" and/or "investigative consumer reports" at any time after receipt of this Authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any person or entity, law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ESS, 2500 Southlake Park, Birmingham, AL 35244, toll free 866.859.0143, www.es2.com, or another outside organization acting on behalf of ESS. The term "background information" includes, but is not limited to, employment history, reference checks, criminal and civil history information, motor vehicle records, moving violation reports, sex offender status information, credit reports, education verification, professional licensure verification, drug testing, information related to my Social Security number, and information concerning workers' compensation claims. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of the Disclosure Of Procurement Of Consumer Report And/Or Investigative Consumer Report. I understand I can view ESS's Privacy Policy on its website, www.es2.com.

Signature of Employee or Prospective Employee _____ Date _____

IF THE EMPLOYEE OR PROSPECTIVE EMPLOYEE IS A MINOR CHILD UNDER THE AGE OF EIGHTEEN YEARS:
I am the parent or legal guardian of the minor child who signed hereinabove; having read the foregoing Authorization, and in my capacity the minor's parent or legal guardian, I hereby authorize and consent to the obtaining of "consumer reports" and "investigative consumer reports" at any time after receipt of this Authorization and, if the minor is hired, throughout the minor's employment.

Signature of Parent or Legal Guardian _____ Date _____

APPLICANT INFORMATION: TO BE COMPLETED BY APPLICANT: PLEASE USE BLACK INK

The following is for identification purposes only to perform the background check and will not be used for any other purpose.				
Print: Last Name		First Name		Middle Initial
Date of Birth	Social Security Number		Driver's License Number	State
Current Address:		City	State	Zip Code
Previous Address (Past 7 Years):		City	State	Zip Code
Previous Address (Past 7 Years):		City	State	Zip Code
Alias Names (Other names I have been known by):				
Degree Obtained	Year Graduated	Name of School		City and State of School
Last Name Used at Time of Graduation				

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20522.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
    - A person has taken adverse action against you because of information in your credit report;
    - You are the victim of identity theft and place a fraud alert in your file;
    - Your file contains inaccurate information as a result of a fraud;
    - You are on public assistance;
    - You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You may give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates.	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357