
Criminal Background Information Form – FOR STATE EMPLOYEE USE ONLY

**PLEASE COMPLETE AND RETURN THIS FORM TO THE APPROPRIATE ODYSSEY CHARTER SCHOOL
HR SPECIALIST. RETAIN A COPY FOR YOUR RECORDS.**

Name (Print): _____ Position: _____

Signature: _____ Date: _____

Please IDENTIFY the ONE action you have taken from the four options below:

☐ **Option 1 – Release. Check only if all of the following are true:**

- I had a state and federal Criminal Background Check conducted by the Delaware State Police Bureau of Identification within the previous 12 months **and**
- I have been continuously employed (worked in that same district for at least ninety-one (91) working days in the prior school year) **and**
- I have provided the Odyssey Charter School Human Resources representative with a Release Form in order for Odyssey Charter School Human Resources to obtain my original criminal background check results from my previous District/State Agency.

☐ **Option 2 - Release - Check only if all of the following are true:**

- I had a state and federal Criminal Background Check conducted by the Delaware State Police Bureau of Identification within the previous 12 months **and**
- I have provided the Odyssey Charter School Human Resources representative with a Release Form in order for Odyssey Charter School to obtain my original criminal background check results from the State Agency or School District where the results were sent to.

☐ **Option 3 - Receipt - -- Check only if all of the following are true:**

- I recently had my fingerprints taken and instructed the Delaware State Police State Bureau of Identification using Odyssey Charter School's SERVICE CODE **and**
- I have provided the Odyssey Charter School Human Resources Department with a copy of the receipt provided to me by the State Police.

☐ **Option 4 - Appointment (IDEMIA/IndentGO®) –**

- I will make an appointment with the Delaware State Police State Bureau of Identification through the IDEMIA/IndentGO® within the next two (2) business days **and**
- I will notify Odyssey Charter School Human Resources immediately thereafter of the date and time of my appointment **and**
- I will turn in the receipt for the fingerprinting to the Odyssey Charter School Human Resources Department within 48 hours of receiving the receipt.

**Delaware Public School District
Release for Criminal Background Check Information**

Please complete this form and provide the original DIRECTLY to YOUR PRIOR EMPLOYER'S HR Administrator, so they will release and submit your background check report to Odyssey Charter School's HR Office. Please confirm that you meet the criteria and do not require a new background check before using this form.

| | |
|-----------------------|--|
| Name (Print Legibly): | |
| Social Security #: | |
| Date of Birth: | |
| Address: | |
| Telephone: | |

Pursuant to 11 Del.C. § 8570, et. Seq., and the regulations of the State Board of Education pertaining thereto, the following release is required of every applicant for employment in a Delaware School District for the 1994-95 school year and subsequent years.

I hereby give permission for the _____ School District/State Agency which holds the original of the criminal background check performed on me by the State Bureau of Identification of the Delaware State Police to confirm the receipt of that original and to send the original of the criminal background check performed on me and any subsequent criminal history to the Odyssey Charter School HR Department at the following address:

**Odyssey Charter School
ATTN: Renee M. Beamer, Human Resources
4319 Lancaster Pike, Bldg #21
Barley Mill Plaza Wilmington, DE 19805**

Requestor's Signature

Date

The information contained in a Criminal Background Check is CONFIDENTIAL

HR Use Only: Release Scanned Date _____