



Level 2 Background Verification Form

Effective Date: 6-15-16

Directions:

1. This form is for all Preservice, Preservice Waiver and Title IV-E Stipend Student applicants.
2. In lieu of requiring certification applicants to submit to another criminal background check, the FCB requires the applicant's employer to verify the applicant passed a Level 2 background screen as part of the hiring or internship approval process. The FCB accepts all DCF-issued Level 2 Background Waivers from Disqualification.
3. The applicant OR the training entity designee may complete part 1 of this form.
4. The applicant's employer's designee completes part 2 of this form.
5. The training entity Point of Contact will collect completed forms, review for completeness, and scan/email all documents to the FCB certification specialist assigned to their region **AT LEAST 10 business days before the requested exam date.** *Note: Contact the FCB if you do not know the email address of the certification specialist assigned to your region.*

Part 1: Applicant Information. Enter the applicant's name exactly as it is associated with his or her FCB account.

Name: _____

Employer: _____

Position Title: _____

Part 2: Level 2 Background Screening Result Attestation

Name of Individual Completing Form

Title

Work Email Address

Work Phone

Select **one** of the following:

- During the employment/hiring process, the applicant passed a Level 2 Background Screening or was granted a waiver from disqualification by DCF.
- The applicant is an approved Title IV-E Stipend Student and passed a Level 2 Background Screening or was granted a waiver from disqualification by DCF.

I consent to an audit of agency records if requested to verify my attestation.

Yes No

By my signature, I attest that the above material is true to the best of my knowledge.

Signature (FCB accepts both manual and electronic signatures)

Date