



Miller County Board of Education

Shane Miller, Superintendent

96 Perry Street

Colquitt, GA 39837

Phone (229) 758-5592

Fax (229) 758-3255

Job Application Procedures

Job: Bus Driver

Complete application and return to Human Resources or the Transportation Director at the Board of Education.

Requirements will include:

- Drug Test
- CDL License
- Health Certification
- Clear Fingerprint/Background Check

MILLER COUNTY BOARD OF EDUCATION
DRIVER'S EMPLOYMENT APPLICATION

Name (First/Middle/Last) _____ Social Security No. _____
Present Address/Phone _____ How long at address? _____
Previous Address _____ How long? _____
Height: ___ ft. ___ in. Weight ___ lbs. Date of birth _____ U.S. Citizen _____
In case of emergency notify: _____
Yrs. of driving experience: Specify: ___ Car ___ Bus ___ Truck
Driver's License No. _____ Class _____ Exp. Date _____
Have you been involved as the driver in traffic accidents in the
last three (3) years? ___ YES ___ NO Date of accident _____
Nature of accident _____ Fatalities _____ Injuries _____
Have you been convicted of any traffic violations? ___ YES ___ NO
Location (City/State) _____ Date _____ Charge _____ Penalty _____
Has your license, permit or privilege ever been suspended or
revoked? ___ YES ___ NO (If yes, explain on back)
Condition of health _____ Eyesight _____ Hearing _____
List any physical limitations: _____
Are you physically capable of heavy manual work? ___ YES ___ NO
Have you ever been injured on the job? ___ YES ___ NO
Nature/degree of injuries _____
Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
College: 1 2 3 4
Last school attended _____
Name/City/State/ _____ Dates - From-to _____
Have you served in the U.S. Armed forces? City/Branch _____
Rank at Discharge: _____ Type of Discharge _____
Have you been convicted of a felony? _____ If so, explain on back.
Safe driving awards you hold/from whom? _____
Are you willing to attend a school bus driver training course? _____
PAST EMPLOYMENT (Start with present position) May we contact? _____
Employer _____ Address _____ Type Position _____ Dates (To/From) _____

REFERENCES (Do not use relatives or Past Employers)
Name/Address/Occupation/Telephone _____

I understand that any false answer or statement or implication
made by me on this application shall be considered sufficient
cause for denial of employment.
This certifies that this application was completed by me (or
under my direction) and that all entries and information are true
and complete to the best of my knowledge.

Applicant's Signature _____ Date _____

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).