

Personnel -- Certified/Non-Certified

Reference and Background Checks

CREC believes that it is critical that references on applicants be checked and a background check be completed prior to an offer of employment. The administration, therefore, is directed to require all applicants to submit all documentation required by law; and to review fully, as required by law, such documentation prior to an offer of employment.

The Executive Director or his/her designee is directed to develop guidelines for checking of applicant references and background.

(cf. 5125 – Student Records)

Legal References: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act.

5-193 through 5-269 -State Personnel Act

10-151c Records of teacher performance and evaluation not public records.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

PA 01-173 An Act Concerning Revisions to the Education Statutes.

P.A. 16-67, An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor's Name from Summary Process Complaints.

Policy adopted: September 17, 2003

Policy revised: April 19, 2017

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

Personnel -- Certified/Non-Certified

Reference and Background Checks

The CREC Council (CREC) believes that it is critical that references on an application be checked prior to an offer of employment. In order to create a safe and orderly environment for students, all offers of employment will be conditioned upon the successful outcome of a criminal record check and a documented good faith effort to contact the applicant's former employer(s) for recommendations and information about the applicant's fitness for employment. In addition, any person applying for employment with CREC shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before being hired.

Requirements for Applicants

CREC shall not offer employment to an applicant for a position, including any position which is contracted for, if such applicant would have direct student contact, prior to requiring such applicant to provide:

1. A list of the name, address and telephone number of each current or former employer, if such current or former employer was a local or regional board of education, governing council of a local or state charter school, or interdistrict magnet school operator, or if such employment otherwise caused the applicant to have contact with children;

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity by which the applicant was employed during any of the twenty (20) years prior to applying for a position with CREC.

2. A written authorization that:
 - (i) consents to and authorizes disclosure by the employers listed under subparagraph 1, above, of the information requested in the form developed by the Department of Education in accordance with state statute, and the release of related records by such employers;
 - (ii) consents to and authorizes disclosure by the Department of Education of information regarding the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit ; whether the department has knowledge that a finding of abuse or neglect or of sexual misconduct has been substantiated against the applicant by the Department of Children and Families and any information concerning such a finding; and whether the department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and the release of related records by the department; and
 - (iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records; and
3. A written statement of whether the applicant:

- (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;
- (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families, or an allegation of sexual misconduct was pending or under investigation or due to a substantiated allegation of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
- (iii) has ever had a professional or occupational license or certificate suspended or revoked, or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families; or an investigation of sexual misconduct was pending or under investigation; or due to an allegation of abuse or neglect or of sexual misconduct substantiated by the Department of Children and Families; or due to a conviction for abuse of neglect or sexual misconduct.
- (iv) has ever been convicted of a crime or whether criminal charges are pending against such applicant

Reference/Background Checking Procedures

Before offering employment for a position that would involve direct contact with students CREC shall:

1. Review the applicant's employment history by contacting each of the employers listed by the applicant. Such review shall be conducted by using the form developed by the Department of Education in accordance with state law, and may be done by telephone or through written communication. If necessary for the proper vetting of the applicant, additional information from each such employer may be requested.
2. Request information from the Department of Education concerning (a) the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit, (b) whether the department has knowledge that a finding of abuse or neglect or of sexual misconduct has been substantiated by the Department of Children and Families against the applicant and any information concerning such a finding, and (c) whether the department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
3. Obtain a total of three (3) professional employment references. Two of these must be made by telephone contact. A combination of Telephone Reference Forms or a verified AppliTrack Online Survey will satisfy the telephone contact requirement.

Temporary Hires

CREC may employ or contract with an applicant on a temporary basis for a period not to exceed ninety days, pending review of the applicant's information, provided:

1. The applicant has provided all required information and documentation;
2. CREC has no knowledge of information that would disqualify the applicant from employment with CREC; and
3. The applicant affirms that he/she is not disqualified from employment with CREC.

Substitute Teachers

CREC shall only hire applicants for substitute teaching positions who comply with this policy and regulation and who fulfill the disclosure requirements, and who have been vetted after the required information from the applicants' prior employers and the State Department of Education has been reviewed. CREC shall determine which applicants are employable as substitute teachers and maintain a list of such persons. CREC shall hire only substitutes who are on such list.

Approved substitutes shall remain on such list as long as they are continuously employed by CREC as substitute teachers, provided CREC does not have any knowledge of a reason that such person should be removed from the list.

Contractors and Their Employees

In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to the contractor all information required of any applicant for a position with CREC, as required by this policy and regulation. The contractor shall contact any current or former employer of such employee that was a local or regional board of education, governing council of a local or state charter school, or interdistrict magnet school operator, or if such employment caused the employee to have contact with children, and request, either by telephone or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee.

If the contractor receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, immediately forward such information to CREC, either by telephone or through written communication.

Upon receipt of such information CREC shall determine whether such employee may work in a position involving direct student contact at any CREC school. No determination by CREC that such employee shall not work under any contract between CREC and the contractor shall constitute a breach of such contract.

Employment Agreements

CREC shall not enter into any collective bargaining agreement, employment contract, resignation or termination agreement, severance agreement or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
2. Affects CREC's ability to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
3. Requires CREC to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by CREC, unless after investigation such allegation is dismissed or found to be false.

Falsification of Records/Information

Any applicant who knowingly provides false information or knowingly fails to disclose information required by this policy and regulation in compliance with applicable statutes shall be subject to denial of employment, discipline, or termination.

Communication and Reporting

If CREC receives information that an applicant for a position or a CREC employee has been disciplined for a finding of abuse or neglect or sexual misconduct it shall notify the Department of Education.

CREC shall provide, upon request, to any other education employer or to the Commissioner of Education, information it may have about a finding of abuse or sexual misconduct for someone being vetted for hire as a direct employee of an education employer or a contractor's employee.

Regulation approved: January 3, 1996
Regulation reapproved: September 17, 2003
Regulation revised: January 18, 2017
Regulation revised: November 15, 2017

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

STATE OF CONNECTICUT Educational Employer Verification (in accordance with Public Act 16-67)

Directions for School District/Entity Considering Applicant for Employment: Each local or regional board of education, governing council of a state or local charter school or an interdistrict magnet school operator is required to obtain the information listed on this form from ALL current or former employer(s) of the applicant if such employer was a local or regional board of education, a governing council of a state or local charter school, an interdistrict magnet school operator or if the employment caused the applicant to have contact with children. Applicants are required under the law to provide a prospective employer with the name, address and telephone number of all current or former employers that meet the above criteria. Information may be collected either through a written communication or telephonically.

Directions for Current/Previous Employer: The applicant listed below is under consideration for a position with the school/district listed below in Section 2. The individual identified below has reported current/previous employment with your organization or contractual services with your organization in a position in which he/she had contact with children. As required by Connecticut General Statutes Section 10-222c, as amended by Public Act 16-67, please provide the information requested in Section 3. In accordance with the provisions of Public Act 16-67, you are required to respond to this request within five business days.

Section 1 – To be completed by the Applicant

Name of applicant	
Former name(s) (if applicable)	
Street address	
City, State, Zip Code	
Approximate dates of employment with employer listed in Section 3 of this form	
Position held with employer listed in Section 3 of this form	

Section 2 – To be completed by the Prospective Employer

Name of prospective employer	
Street address of prospective employer	
City, State, Zip Code	
Contact person	
Telephone number/email address	

Section 3 – To be completed by the Current/Former Employer

Name of employer	
Date of receipt of this notice	
Date of employment of above named applicant	
Contact person	
Telephone number/email address	

To your knowledge, has the Applicant ever:

Yes No Been the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation currently pending with any current or prior employer, state agency or municipal police department or which has been substantiated?

Yes No Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct?

Yes No Had a professional or occupational license, certificate, authorization or permit suspended or revoked or ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct?

Signature of Superintendent or HR Director

Date

Return all completed information to the Prospective Employer listed in Section 2 of this form.

NOTES:

The terms provided below are currently defined in state law as follows. Please note that statutes may be amended from time to time.

Sexual Misconduct – “any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student.” Connecticut General Statutes § 10-222c(k).

Abuse or neglect – “abuse or neglect as described in Section 46b-120, and includes any violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a.” Connecticut General Statutes § 10-222c(k).

STATE OF CONNECTICUT
Contractor Verification
(in accordance with Public Act 16-67)

Directions to Contractor: Connecticut law requires that any contractor applying or bidding for a contract (including individuals who are independent contractors) with a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator require any employee with the contractor who would be in a position involving direct student contact to supply the contractor with the information provided in this form. Information may be collected either through a written communication or telephonically.

In addition, pursuant to Connecticut General Statutes (C.G.S.) § 10-222c, the contractor is required to contact – either telephonically or through written communication – any current or former employer of an employee if such employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator or if the employment caused the employee to have contact with children, to request any information concerning whether there was a finding of abuse or neglect or sexual misconduct against the employee. If the contractor receives any information indicating such a finding, or otherwise has knowledge of such a condition, the contractor must immediately forward such information to any local or regional board of education with which the contractor is under contract.

Directions to Employee of Contractor: Pursuant to Connecticut state law, employees of a contractor who would be in a position involving direct student contact must supply all of the information provided in Section 2 of this form.

Section 1 – To be completed by Contractor

Name	
Street address	
City, State, Zip Code	
Contact person	
Telephone number/email address	

Section 2 – To be completed by Employee of Contractor

Part A. On a separate sheet of paper, please list the name, address and telephone number of each current or former employer, if such current or former employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator, or if such employment otherwise caused you to have contact with children.

Part B. Please complete the questions below in their entirety.

Have you ever:

Y N
 Been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department (answer “no” if the investigation resulted in a finding that all allegations were unsubstantiated)?

Y N
 Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (the “department”), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to section 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Y N
 Had a professional or occupational license or certificate suspended or revoked or ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by the department or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by the department of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Part C – Written Consent and Disclosure Authorization. I hereby authorize the entities I have listed in Section 2 of this form to release to the entity listed in Section 1 of this form the information required to be released by my previous employer pursuant to (C.G.S.) § 10-222c along with any related records. I hereby consent to and authorize disclosure by the State Department of Education of the information requested pursuant to C.G.S. § 10-222c, as amended by Public Act 16-67, and I hereby authorize the release by the State Department of Education of any related records. I further hereby release the above-named employer(s) and the State Department of Education from any and all liability of any kind that may arise from the disclosure or release of records requested pursuant to C.G.S. § 10-222c, as amended by Public Act 16-67.

Signature of Applicant

Date

NOTES:

The terms provided below are currently defined in state law as follows. Please note that statutes may be amended from time to time.

Sexual Misconduct means – “any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student.” Connecticut General Statutes § 10-222c(k).

Abuse or neglect means – “abuse or neglect as described in Section 46b-120, and includes any violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a.” Connecticut General Statutes § 10-222c(k).

The Connecticut State Department of Education is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, age, criminal record, political beliefs, genetic information, intellectual disability, past or present history of mental disability, learning disability, or physical disability, including, but not limited to, blindness or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.



HUMAN RESOURCES

Telephone Request for Reference

Please complete the following form. A minimum of two telephone references are required for each recommended candidate. Please note: a reference release is contained within the CREC application and should be signed by the applicant prior to conducting a reference check.

Applicant's Name: _____
Position Applied For: _____
CREC Program: _____
Previous Place of Employment: _____
Company Address: _____
Dates of Employment: _____ Salary: _____
Reason for Leaving: _____
Reference Name: _____ Phone #: _____
Relationship of Reference to Applicant (supervisor, manager, etc.): _____

1. The applicant stated that he/she last held the position of _____ (title) from _____ (dates). Is that correct? Yes / No (Circle one)
2. The applicant has stated that his/her last wage rate or salary was \$ _____. Is that correct? Yes / No (Circle one). If not, what is the correct salary? _____.
3. Please describe the responsibilities the applicant had: _____

4. What was the applicant's overall rating in the most recent evaluation? _____
5. How did the applicant handle his/her responsibilities? _____

6. How did the applicant interact with colleagues? _____
7. Was the applicant a team player? _____
8. What do you consider to be the applicant's strengths? _____

9. What do you consider to be his/her weaknesses? _____

10. What was the reason for leaving employment? _____
11. Type of Separation: _____ Voluntary / Involuntary _____ (Circle one)

111 Charter Oak Avenue, Hartford, CT 06106 ■ 860-509-3605 ■ rterrell@crec.org ■ www.crec.org



HUMAN RESOURCES

12. Would you rehire? Yes / No (Circle one) Under what conditions? _____

13. Any Additional Comments: _____

For Certified Employees:

14. Please describe the applicants ability to communicate with parents, students and colleagues:

15. How would you describe the candidate's ability to manage multiple priorities under stressful conditions? _____

MEMORANDUM *from the*
Bureau of Quality Management

TO: All DCF Licensed Facilities/Providers
FROM: Gary M. Blau, Ph.D., Bureau Chief
DATE: December 1, 1999
SUBJECT: CPS & CRIMINAL RECORDS CHECK ON PROSPECTIVE EMPLOYEES

The Department of Children and Families is directing that as part of hiring practices, DCF licensed programs conduct child protective service (CPS) and State Police criminal background checks on all prospective employees. This is pursuant to the following statutory references: Section 17a-151 (the applicant requesting a license); 17a-145-63 (Child Caring Agency); 17a-150-71 (Child Placing Agency); 17a-120-22 (Outpatient Psychiatric Clinics); 17a-155-9 (Permanent Family Residences); 17a-147-11d (Extended Day Treatment).

Procedures for conducting the checks are outlined below:

Background checks begin with a prospective employee signing the attached release of information. The release of information specifically grants DCF the authority to release protective service information to the requesting program. The release to the State Police specifically authorizes the State Police to release criminal background information on the prospective employee.

Once the release has been obtained, the program requests a CPS check by faxing the release to the DCF Hotline at (860) 344-3048, attention Background Check Liaison. Upon receipt of the release, Hotline staff will conduct a background check. The Director of the Hotline has established a one-week timeframe to conduct searches. Once the background check has been completed, DCF will notify the program via mail. It is also possible for the information to be faxed to the program. The notification will consist of a general summation of the findings. No actual records will be released.

When requesting criminal records on a prospective employee, the program will mail the release of information along with a check for \$25.00 payable to the Commissioner of Public Safety, and a self-addressed stamped envelope to the address of the facility issuing the release. The timeframe for notification of finding is five to ten business days.

Please note that legally, CPS and criminal record history does not automatically exclude a prospective employee from the hiring process. Hire/no hire decisions must be made in accordance with written employment criteria set by each facility.

All information should be kept confidential and not released to third parties:

Thank you for your attention to this matter, and for your commitment to delivering quality services.

c: Stacey H. Gerber, M.S.W., M.S., Deputy Commissioner
June Wiehn, Bureau Chief-Child Welfare
Ken Mysogland, Director-Hotline
Tracey Halstead, Connecticut Associates of Non-Profits



DCF-3031
12/15 (Revised)

Authorization for Release of Information for DCF CPS Search



I, _____ (Type Applicant Name) do hereby authorize the Department of Children and Families to research its records to determine whether or not I am on the central registry of persons responsible for child abuse and neglect. I understand that this information may be used to determine my suitability solely for (check one): Employment Day Care Volunteer Intern Mentor Other

By: Agency Name / Address/City / State / Zip Code
 Attention: GAIL OLIVER
 Agency: CREC /
 Address: 147 CHARTER OAK AVENUE
 City: HARTFORD State: CT Zip Code: 06120

I release the Department of Children and Families from any liability for any damages I may incur which may result from the release / use of this information. I submit my following information to assist the Dept. of Children and Families in their search.

PLEASE TYPE OR PRINT LEGIBLY / LEAVE NO BLANK SPACES/ FILL AREAS THAT DO NOT APPLY WITH N/A

Name: Last, First Middle Date of Birth: _____
 Address: Street (No P.O. Boxes) Apartment No. Social Security #: _____
 City State Zip Code How Long at Current Address: Yrs. Mos.

Previous Address(es) List All for the Last Five Years (continue on reverse side of form if necessary)						<input type="checkbox"/> Check if reverse side used	
Street (No P.O. Boxes)	Apt. #	City/Town	State	Zip Code	Dates		
					From (Month/Yr.)	To (Month/Yr.)	

Other Names I have Used – Including Maiden, Previous Marriages(s) Check if reverse side used
 Last First Middle

Name of Spouses/Other Adults in the Home – Past and Present					<input type="checkbox"/> Check if reverse side used	
Last	First	Middle	D.O.B. Month/Day/Year	Signature/Date (if still in the Home)		

Names of ALL Child(ren) – Biological, Stepchildren Including Adult Children In or Out of the Home					<input type="checkbox"/> Check if reverse side used	
Last	First	Middle	Gender	D.O.B. (Month/Day/Year)		

Do you have an active DCF investigation at this time? Yes No
 Do you have an active appeal of a DCF investigation at this time? Yes No

Date: _____ Applicant Signature: _____

THIS AUTHORIZATION WILL EXPIRE 180 DAYS AFTER THE DATE OF THE SIGNATURE. FORMS NOT FILLED OUT COMPLETELY AND PRINTED CLEARLY WILL BE RETURNED. DO NOT LEAVE ANY BLANK SPACES. PLEASE SPECIFY WITH N/A IF NOT APPLICABLE.
 ****DCF Conducts a Search of the CT Registry ONLY**** The Accuracy of this Search is Limited to the Information Provided by the Applicant to DCF

Once completed, please email to: goliver@crec.org

DCF-CT Careline CPS-BGC USE ONLY DO NOT WRITE BELOW THIS LINE

DATE: _____ Central Registry: YES ___ NO ___ Processor's Initials: _____

Department of Children and Families
AUTHORIZATION FOR RELEASE OF INFORMATION FOR DCF CPS SEARCH
 DCF-3031
 12/15 (Rev.)



I, _____ do hereby authorize the Department of Children and Families to research its records to determine whether or not I am on the central registry of persons responsible for child abuse and neglect. I understand that this information may be used to determine my suitability solely for (check one):

Employment Day Care Volunteer Intern Mentor Other:

Name of Agency: _____ Attention: _____

Address: (No. and Street): _____ Apartment #: _____ City: _____ State: _____ Zip: _____

I release the Department of Children and Families from any liability for any damages I may incur which may result from the release / use of this information. I submit my following information to assist the Department of Children and Families in their search.

Last Name	First Name:	Middle:	DOB:	SS:
Address: (No. and Street):		Apartment #:	City:	State: Zip: Years at current address?: Years Months
Previous Address(es) List All for the Last Five Years (continue on reverse side of form if necessary) <input type="checkbox"/> Check if reverse side used				
Address: (No. and Street):		Apartment #:	City:	State: Zip: Date From: (Month/Year) Date To: (Month/Year)

Other Names I have Used - Including Maiden, Previous Marriages(s) (continue on reverse side of form if necessary) Check if reverse side used

Last Name	First Name:	Middle:	DOB:	SS:

Name of Spouse/Other Adults in the Home - Past and Present (continue on reverse side of form if necessary) Check if reverse side used

Last Name	First Name:	Middle:	DOB:	Signature (if still in Home)	Date:

Names of ALL Child(ren) - Biological, Stepchildren Including Adult Children In or Out of the Home Check if reverse side used

Last Name	First Name:	Middle:	DOB:	Gender:

Do you have an active DCF investigation at this time? Yes No Do you have an active appeal of a DCF investigation at this time? Yes No

Applicant Signature: _____ Date: _____

THIS AUTHORIZATION WILL EXPIRE 180 DAYS AFTER THE DATE OF THE SIGNATURE. FORMS NOT FILLED OUT COMPLETELY AND / OR CLEARLY WILL BE RETURNED. DO NOT LEAVE ANY BLANK SPACES. PLEASE SPECIFY WITH N/A IF NOT APPLICABLE.
 ****DCF Conducts a Search of the CT Registry ONLY**** The Accuracy of this Search is Limited to the Information Provided by the Applicant to DCF

Mail to: DCF Careline Background Searches - 505 Hudson Street - 5th Floor - Hartford, CT 06106 or FAX: 860-560-7071
 DCF-CT Careline CPS-BGC USE ONLY - DO NOT WRITE BELOW THIS LINE

Date:	Central Registry?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Processors Initials:
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CREC Fingerprinting Services
111 Charter Oak Avenue
Hartford, CT 06106
Fingerprint Form

Applicant – Please Print Legibly and Complete ALL Fields

Date _____ Appointment Time: _____ Arrival Time: _____

Payment Method: (please check) VISA MASTERCARD BANK CHECK MONEY ORDER

Name _____
Last Name First Name Full Middle Name

Address _____
Street (No P.O. Box Address)

City _____ State _____ Zip _____ Phone Number (____) _____

All Aliases ever used (Including Maiden Name) _____

Date of Birth _____ Place of Birth _____

Social Security Number _____ Reason Fingerprinted: _____

Height _____ Feet _____ Inches Weight _____ Pounds

Are you a U.S. Citizen? No Yes Are your fingers printable? Yes No

Sex: (Circle One) Eyes: (Circle One) Hair Color: (Circle One)

- | | | | | |
|-------------|-------------|---------------|---------------------------|------------------------------|
| F = Female | BLK - Black | PNK - Pink | BLK - Black | GRY - Gray or Partially Gray |
| M = Male | BLU - Blue | HAZ - Hazel | BLN - Blond or Strawberry | GRN - Green |
| U = Unknown | BRO - Brown | MAR - Maroon | BLU - Blue | ONG - Orange |
| | GRN - Green | XXX - Unknown | BRO - Brown | PNK - Pink |
| | GRY - Gray | | | BAL - Completely Bald |

Race: (Circle One)

- A - Asian
- B - A person having origins in any of the black racial groups
- I - American Indian, Eskimo or Alaskan Native
- W - Caucasian, Mexican, Puerto Rican, Cuban, Central or South American
- U - Of Indeterminable Race

Ethnicity: (Circle one)

- Hispanic
- Unknown

Have you ever been convicted of a crime? Yes No

Date	Place	Location of Court	Offense	Disposition

WHO ARE YOU BEING PRINTED FOR? Please check appropriately

CREC Program Teaching Certification Program Public School System Private Educational Facility

Please Print Name of Employer or Educational Facility: _____

STUDENTS AND SUBSTITUTE TEACHERS: Under the CT General Statute 10-22 d(b) I give CREC permission to disseminate my results to any other local or regional board of education or Regional Education Service Center (RESC) for the purposes of employment/teaching certification.

Signature of Fingerprint Candidate: _____