



Employee Criminal History Review

INSTRUCTIONS



Maintain
On-Site

- All employees must complete and sign this form.
- All employees must submit completed fingerprinting cards, regardless of conviction record
- A crime is a misdemeanor or felony only. This does not include violations such as traffic infractions and trespassing
- Duplicate this page. Please print clearly

Applicant Name: _____

School-Age Program Name: _____

Employee Name: _____

Fingerprinting Information

- The owner/operator, director, substitutes, and all employees and volunteers of the day care facility 18 years of age and older, including all prospective employees and volunteers, must be fingerprinted
- Contact 1-800-732-5207 for information on how all of these fingerprints can be taken free of charge
- Your application will not be complete until all fingerprints have been submitted for processing

Conviction Statement

In accordance with Section 390-b(1)(a) of the Social Services Law, I certify that to the best of my knowledge and belief, I Have I Have Not been convicted of a crime in New York State or any other jurisdiction. If I have been convicted of a crime, I will provide true and accurate information concerning the crime for which I was convicted, the date of conviction and any other relevant information in the space provided below. In addition, I will provide written justification on the back of this sheet, explaining why I should be allowed to have contact with children regardless of my conviction. *I am aware that this will be my only opportunity for this explanation to be considered in the decision to approve or deny my employment.*

Record of All Convictions

EXAMPLE:	Type of Crime	Penal Code Section	Date of Conviction	County or Court of Arraignment
	Disorderly Conduct	240.20	03/17/1976	Albany

Complete the information below and submit with record of conviction or certification of court arraignment.

Type of Crime	Penal Code Section	Date of Conviction (mm / dd / yyyy)	County or Court of Arraignment
_____	_____	_____ / _____ / _____	_____
_____	_____	_____ / _____ / _____	_____
_____	_____	_____ / _____ / _____	_____
_____	_____	_____ / _____ / _____	_____

To the best of my knowledge the information provided above is true and accurate. I understand that my failure to truthfully and accurately state whether I have been convicted of a crime and/or to provide truthful and accurate information concerning the conviction(s) may constitute grounds for dismissal or denial of employment, or suspension, limitation or revocation of the registration to provide child care at this site.

Employee Signature: _____

Date: _____ / _____ / _____
(mm / dd / yyyy)

