



**Washington
West
Supervisory
Union**

**1673 Main Street
Suite A
Waitsfield, VT 05673**

**Phone: (802) 496-
2272
Fax: (802) 496-
6515**

BECOMING A SUBSTITUTE TEACHER:

1. Fill out the Application Form
 - Indicate in which schools in our district you would like to substitute.
 - Attach resume.

2. Your application and resume will be presented to an Administrator, who will contact you to set up an interview.

3. After a successful interview, you will need to have a criminal record check*. See attached memo for more information. You will not be placed on the substitute list until your fingerprint card has been received by Central Office.

*If you have already completed the criminal record check in another district in Vermont, you do not have to go through the process again unless there has been a one-year break in your service. You may sign a release form for us so we can obtain the information from that district.



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**2006-07 SUBSTITUTE LIST
APPLICATION FORM**

Name: _____

Address: _____

Phone: _____

Interested in substituting in the following schools (check all that apply):

- Crossett Brook Middle School, Duxbury (grades 5-8)
- Fayston Elementary School (grades K-6)
- Harwood Union Middle School, So. Duxbury (grades 7-8)
- Harwood Union High School, So. Duxbury (grades 9-12)
- Moretown Elementary School (grades PK-6)
- Thatcher Brook Primary School, Waterbury (grades PK-4)
- Waitsfield Elementary School (grades PK-6)
- Warren Elementary School (grades PK-6)

Additional information to be noted (days available, hours to call, any special areas you are interested in teaching, etc.):

Return this form with copy of resume to:

Laura Titus
Washington West Supervisory Union
1673 Main St., Suite A
Waitsfield, VT 05673



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MEMORANDUM

TO: New Employees in the Washington West Supervisory Union

FROM: Laura Titus, Administrative Assistant, Central Office

RE: Criminal Record Check

Vermont law requires that all new employees, including substitutes, contracted service personnel, and co-curricular staff, go through a criminal record check process. The following steps need to be taken in order for this process to be completed:

1. You should contact a County Identification Center and make an appointment to have your fingerprints taken (see attached list of identification centers.) Tell them you need to have them taken for school employment. There will be a fee of \$15 for taking the prints. They will need to see two forms of ID, one that must be a photo ID. Attached is information that will be useful to you before you go to the Center. (If you have had fingerprints taken for another school district within the last couple of years and have not had broken service, you do not have to have it done again. You should contact me, and I will forward a release of information form for you to sign and return.)
2. After you have had your fingerprints taken, the sheriff will give you a fingerprint receipt form or a fingerprint card. This form/card must be brought to my office by you personally at 1673 Main St. (Route 100), in Waitsfield, in the same building in which Small Dog Electronics is located. **DO NOT FOLD, STAPLE OR TAPE THE CARD.** You will be asked to provide a photo ID and to complete a Request for Criminal Record Check form. A check for \$24 made payable to the VT Department of Public Safety or cash will also be needed. (Substitutes are exempt from this charge.)
3. I will submit the form, fingerprint receipt form/card, and check to the VT Crime Information Center. They will check the Vermont records, any other state listed on the Request for Criminal Record Check form, and the FBI records. This takes approximately 4 weeks. Your employment is contingent upon the result of the criminal record check. You may not begin employment until the fingerprint card is submitted to me.

If you have any questions, please feel free to contact me. I am in the office 8:00-4:30 Monday through Friday. My number is (802) 496-2272, ext. 111. Feel free to leave a message on my voice mail if I am not available.

Thank you for your cooperation in this matter.

Fayston · Harwood Union · Moretown · Waitsfield · Warren · Waterbury-Duxbury



VERMONT CRIMINAL INFORMATION CENTER

State of Vermont | Vermont Department of Public Safety | Division of Criminal Justice Service

COUNTY IDENTIFICATION CENTERS

It is strongly recommended that applicants go to an Identification Center for fingerprinting. The staff at Centers have received special training and have extensive experience fingerprinting applicants.

COUNTY
ID CENTER
ADDRESS
PHONE
HOURS
COORDINATOR

Addison
Addison County
Sheriff's Office
35 Court Street
Middlebury, VT 05753
802-388-2981
Tues. & Thurs.
1:00 - 3:30 p.m.
Call for Appointment
Sheriff Jim Coons

Bennington
Bennington County
Sheriff's Dept.
212 Lincoln St.
Bennington, VT 05201
802-442-4900
Call for Appointment
Sheriff Gary Forrest

Caledonia
St. Johnsbury
Police Dept.
1187 Main Street S-2
St. Johnsbury, VT 05819
802-748-2314
Call for Appointment
Officer Gil Roberts
and
Karen Montgomery

Chittenden
Burlington Police Dept.
1 North Avenue

Burlington, VT 05401
802-658-2700
Ext. 117

By appointment only.

Wed. & Thurs.
10:00 a.m. - 12:00 p.m.
1:00 p.m. - 3:00 p.m.

Det. Cpl. John Yustin

Chittenden County Sheriff's Office
70 Ethan Allen Drive
S. Burlington, VT 05401
802-863-4341
Tues. & Thurs.
10:00 a.m. - 3:00 p.m.
Call for appointment.
Sheriff Kevin McLaughlin

Essex
Essex County Sheriff's Office
91 Courthouse Drive
Guildhall, VT 05905
802-676-3500
By Appointment
Sheriff Amos Colby

Franklin
Swanton Police Department
120 First Street
Swanton, VT 05488
802-868-4100
Tuesday:
11:00 a.m.-3:00 p.m.
Thursday:
12:30 - 4:30 p.m.
Call for appointment.
Chief Michael McCarthy

Grand Isle
Grand Isle County Sheriff's Office
Route 2
North Hero, VT 05474
802-372-4482
Monday thru Friday
8:00 a.m. - 4:00 p.m.
Call for appointment.
Sheriff John Lawrence

Lamoille
Lamoille County Sheriff's Office
Main Street
Hyde Park, VT 05655
802-888-3502

Monday thru Friday
8:00 a.m. - 4:00 p.m.
Some Saturdays - 10:00 a.m. - 4:00 p.m.
Call for appointment.
Deputy Claude Ammons
Janice Bradley

Orange
Orange County Sheriff's Office
Route 113
Chelsea, VT 05038
802-685-4875
Tues. Wed. & Thurs.
1:00 - 3:00 p.m.
Call for appointment.
Larry Olsson

Orleans
Orleans County Sheriff's Office
255 Main Street
Newport, VT 05855
802-334-3334
Mon. thru Fri.
8:00 - 4:30 p.m.
Call for appointment.
Sheriff Lance Bowen

Rutland
Rutland City Police Dept.
108 Wales St.
Rutland, VT 05702
802-773-1838
Payment by check only.

Call for Appointment
Records Division

Washington

[See Notice Above](#)

Washington County Sheriff's Office
10 Elm Street
Montpelier, VT 05602
802-223-3001
Tues., Wed., Thurs.
9:00 a.m. - 4:00 p.m.
Call for Appointment
Bruce McClure

Windham
Windham County Sheriff's Office
12 Jail Street
Newfane, VT 05345
802-365-4942
1500 on Monday

Call for Appointment

Richard Guthrie

Windsor

Hartford Police Dept.

812 V.A. Cutoff Road

White River Jct., VT 05001

802-295-9425

Call for Appointment

Cost - \$15 per card

Pay by check or money order only.

Captain David E. Rich



VERMONT CRIMINAL INFORMATION CENTER

State of Vermont | Vermont Department of Public Safety | Division of Criminal Justice Services

IDENTIFICATION CENTER INFORMATION

IDENTIFICATION CENTERS

Identification Centers are specially designated law enforcement agencies whose staff have received special training for fingerprinting applicants. There is at least one Identification Center in each county. In order to obtain high quality prints on your first visit, it is strongly recommended that applicants go to an Identification Center for fingerprinting.

WHAT TO EXPECT AT THE IDENTIFICATION CENTERS

- You may choose to go to any Identification Center.
- You should call the Identification Center for an appointment, if required. At many times during the year Centers are very busy. Be sure to call ahead for your appointment so you will not be disappointed. **If you are unable to keep an appointment, please call the identification center to cancel your appointment.**
- The Identification Center is first and foremost a law enforcement agency. Emergencies can sometimes delay your appointment. Bring some reading material, just in case.
- **LEAVE CHILDREN AND INFANTS AT HOME. THE IDENTIFICATION CENTERS DO NOT HAVE THE STAFF TO SUPERVISE YOUR CHILDREN WHILE YOU ARE BEING FINGERPRINTED. YOU WILL BE REFUSED SERVICE IF YOU ARRIVE FOR YOUR APPOINTMENT WITH CHILDREN OR INFANTS.**
- When you arrive at the Identification Center you will be required to show at least two pieces of identification - one of which must be a **current** government issued photo ID. **There is no exception to the photo ID requirement.**
- In order to transfer the ridges on your fingers to the fingerprint card, the technician will roll your fingers in ink and then roll them on a card. If necessary, you will be provided with a special cleanser to remove the ink from your hands before you leave. Some Identification Centers are equipped with electronic fingerprint scanning equipment which negates the need for inking the fingers.
- **If you have any open cuts or wounds on your fingers the Center will not be able to fingerprint you due to the chance of infection from contact with the ink or equipment.**
- Getting a set of fingerprints of sufficient quality for the FBI to process can be difficult. The ridges from all ten fingers must be recorded clearly. Additional sets of fingerprints may have to be taken if the technician is having trouble getting a clear set of your prints. If the ridges on your hands are badly damaged the technician may be unable to take a suitable set of prints during your visit. TH

technician may direct you to return in two weeks after following a treatment program designed to build up the ridge detail on your fingers.

- There is a \$15 fee which is payable at the time of service. When you make your appointment you should inquire whether the Center accepts checks, cash or both. There is no additional fee if more than one set of fingerprints must be taken in order to get a set of sufficient quality to send to the FBI.
- Promptly take the completed fingerprint card to the agency that is conducting your background check. Do not fold, staple, or spindle the card. Protect the card from moisture and dirt by placing it in a suitably sized manilla envelope. If your fingerprints were taken electronically they will automatically be transferred to the Vermont Crime Information Center for processing to the FBI. Instead of a fingerprint card you will be given a receipt which you should take back to the agency that is conducting your background check.

ACCEPTABLE FORMS OF IDENTIFICATION FOR APPLICANT FINGERPRINTING

In order to ensure the integrity of the background check program it is essential that applicants be correctly identified as part of the process. Applicants are required to show two forms of valid identification according to the lists below as a prerequisite for fingerprinting at an Identification Center. Staff at the Identification Center will verify the identity of the applicant by evaluating the forms of identification provided by the applicant. The Identification Center will refuse to fingerprint applicants if there is any question as to the true identity of the applicant.

Identification Form Lists

Applicants must show two forms of valid identification in either of the following combinations:

- Two forms of identification from the Primary List.
- One form of identification from the Primary List and one form of identification from the Secondary List.

Note: Two forms of identification from the Secondary List are NOT acceptable.

Primary List

- Valid Driver's license issued by a state or possession of the United States, provided it contains a photograph and other identification information such as name, date of birth, gender, height, eye color or address.
- Valid Non-Driver ID license issued by a state or possession of the United States, provided it contains a photograph and other identification information such as name, date of birth, gender, height, eye color, or address.
- Valid government ID card issued by a municipality, county, state, or possession of the United States including the federal government of the United States and the federal government of Canada, provided it contains a photograph and other identification information such as name, date of birth, gender, height, eye color, or address.

Secondary List

- Valid Passport
- Valid credit card with signature
- Valid Student ID issued by a school located in a state or possession of the United States provided it bears the name and signature of the applicant.
- Check Cashing Card with signature
- Valid document or card which contains the applicant's name and signature and is satisfactory to Identification Center staff.

ACCEPTANCE OF APPLICANT FINGERPRINTS AT THE VERMONT CRIMINAL INFORMATION CENTER (VCIC) - Effective April 1, 2005

VCIC will only accept applicant fingerprint cards that were taken by Vermont criminal justice personnel who have been certified to take fingerprints by the Vermont Criminal Justice Training Council, and who have been subject to a national fingerprint supported criminal record check through VCIC.

The official taking the fingerprints must be doing so under the auspices of a criminal justice agency and as part of his or her regularly assigned duties as an employee of that agency.

The only exception to this policy will be those civilians that were trained by VCIC to take fingerprints prior to the creation of the Fingerprint Identification Centers.

If an applicant must be fingerprinted out of state, the prints must be done by a law enforcement agency. The fingerprint card must be the Federal Applicant (FD-258) fingerprint card, and should have that agency's ORI stamp in the ORI block. If the ORI block is blank, the agency providing the fingerprinting service MUST include ORI and address information on the back of the fingerprint card for verification purposes.

TIPS FOR GOOD PRINTS

- Examine your fingers prior to making an appointment with the Identification Center. If they are badly chapped, cracked, dry, lacerated, or injured it will be difficult to obtain an acceptable set of fingerprints. Fingers where the ridges have been worn away due to extensive contact with rough materials, water, chemicals or paper are also difficult to print. If any of these conditions describe your fingers, you should apply hand cream several times a day to your skin for a week to ten days prior to your appointment. It may be necessary to wear gloves during the day to protect your hands prior to your visit. These strategies will build the ridges on your fingers and increase the probability that a quality set of prints will be taken during your first visit.
- Cut your fingernails. Long nails (real or artificial) make it difficult for the technician to control your fingers during the rolling. When fingers slip on the card they smudge the fingerprint rendering the image useless.
- Be relaxed. If you are tense, it will be difficult for the technician to roll your fingers smoothly across the fingerprint card.
- Don't try to help the technician. Let the technician guide your fingers. Do not try to press down on the card.

REJECTED FINGERPRINTS

It is everyone's goal to obtain high quality prints during your first visit. However, in some cases, despite the best efforts of the staff at the Identification Center, your fingerprints may be rejected by the Vermont Crime Information Center or the FBI because the fingerprint images are not of sufficient quality to process. Rejected fingerprints occur less than 10% of the time when taken by an Identification Center. If this happens to you, your fingerprints will be returned and you will need to return to the Identification Center for reprinting. There is no charge for reprinting provided that you return to the same Center that took your fingerprints initially. Reprinting will delay your application process so it is important to follow the suggestions in the [Tips section](#) to increase the probability that a good set of prints can be taken on your first visit.

QUESTIONS

If you have further questions about the fingerprinting process, please contact your local Identification Center. Questions regarding the record check process or the status of your application should be addressed to the agency who is conducting your background check.