

**HARWOOD UNIFIED UNION SCHOOL DISTRICT
340 MAD RIVER PARK, SUITE 7
WAITSFIELD, VT 05673**

Phone: 802-496-2272

Fax: 802-496-6515

PROCESS FOR BECOMING A SUBSTITUTE

1. Complete the application forms and send to Laura Titus at the above address or email ltitus@wwsu.org
 - One-page form where you indicate in which schools you would like to substitute
 - Multi-page application (may attach resume as well)

2. Your application will be presented to an Administrator in one of the schools you checked, who will contact you to set up an interview. Once the Central Office has been notified that the interview has taken place and reference notes have been received, Laura Titus will contact you to complete the criminal record check paperwork and payroll paperwork.

3. You will need to have a criminal record check done, which consists of getting fingerprints taken at one of the Identification Centers in Vermont.* See attached memo for more information.

*If you have already completed the criminal record check in another school district in Vermont within the last 3 years, you do not have to go through the process again UNLESS there has been a one-year break in your service to a school district. You may sign a release form so we can obtain the record check result from that district.

You will not be placed on the HUUSD substitute list until your criminal record check result has been received by Central Office, and all paperwork has been completed.

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**SUBSTITUTE LIST
APPLICATION FORM**

Date: _____

Name: _____

Address: _____

Phone: _____ E-Mail: _____

I am interested in substituting in the following schools (check all that apply):

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

Additional information to be noted (days available, hours to call, any special areas you are interested or are NOT interested in covering, etc.)

Duxbury Fayston Harwood Union Moretown Waitsfield Warren Waterbury

HARWOOD UNIFIED UNION SCHOOL DISTRICT APPLICATION FOR EMPLOYMENT (SUPPORT STAFF/SUBSTITUTE)

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

***=Not applicable to subs**

(PLEASE PRINT)

Position(s) Applied for: _____

Date of Application: _____

Name: Last _____ First _____ MI _____

Address: _____

Phone Number(s): _____

Social Security Number: XXX-XX-_____ (last 4 numbers only)

Email address: _____

Best time to contact you: _____ a.m. or p.m.

Have you ever filed an application with us before? Yes No
If yes, give date: _____

Have you ever been employed with us before? Yes No
If yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (proof of citizenship is required upon employment) Yes No

Date available for work: _____ What is your desired salary range? _____

*Are you available to work: Full time Part time Temporary

*Are you currently on "lay-off" status and subject to recall? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Do you need any special accommodations to do the work of this job? ___Yes ___No

If yes, please specify: _____

Has any disciplinary action been brought against you that resulted in you being discharged from employment? ___Yes ___No

Have you ever been dismissed from any employment or resigned or retired to avoid any disciplinary action? ___Yes ___No

Are you facing disciplinary action in your current employment? ___Yes ___No

IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS, provide complete description of circumstances, including names of representatives of employer who are familiar with circumstances. You may attach another page if necessary.

Have you ever had a professional credential or license suspended, revoked or denied? If yes, provide a complete description of the circumstances, including type of license or credential, reason for & the location and date of suspension, revocation, or denial. You may attach another page if necessary. ___Yes ___No

If you have a resume that includes education and work experience, you may attach it to this application and skip these two sections (Education and Work Experience).

EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (specify)				

Employer: _____ Dates Employed
From _____ to _____

Address: _____ Hourly Rate/Salary

Phone: _____ Start _____ Final _____

Starting/Present Job Title: _____

Supervisor: _____ May we contact? ___Yes ___No

Work performed: _____

Reason for leaving: _____

Employer: _____ Dates Employed
From _____ to _____

Address: _____ Hourly Rate/Salary

Phone: _____ Start _____ Final _____

Starting/Present Job Title: _____

Supervisor: _____ May we contact? ___Yes ___No

Work performed: _____

Reason for leaving: _____

Employer: _____ Dates Employed
From _____ to _____

Address: _____ Hourly Rate/Salary

Phone: _____ Start _____ Final _____

Starting/Present Job Title: _____

Supervisor: _____ May we contact? Yes No

Work performed: _____

Reason for leaving: _____

COMMENTS: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship or skills you may have and any extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, sexual orientation, or other protected status.

Other qualifications. Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (Skills/Equipment)

____ PC/Mac ____ Word Processing
____ Spreadsheets ____ Internet/e-mail
____ Production/Mobile Machinery (list): _____

State any additional information you feel may be helpful to us in considering your application.

PROFESSIONAL REFERENCES* Please include letters of reference as well.

Name	Phone No.	Best Time to Call	Occupation

*Other references will be checked.

APPLICANT'S STATEMENT

I certify that the information given herein is accurate and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I agree to cooperate with further background checks, which are prerequisites to employment, by providing fingerprints and releases necessary to obtain any other information, including court and law enforcement records necessary to verify the information provided on the application. I understand that employment offers are made subject to completion of criminal record and background investigations.

I understand that failure to provide complete and accurate background information could result in the removal of my application from consideration for employment, or termination of employment conditioned on the completion of a background investigation.

I further understand that if nondisclosure is discovered and I assert that my failure to provide complete details was not intentional, I will be required to show that my failure to disclose resulted from misunderstanding or inadvertence.

Signature of Applicant

Date

MEMORANDUM

TO: New Employees in the Harwood Unified Union School District

FROM: Laura Titus, Administrative Assistant, Central Office

RE: Criminal Record Check/Payroll Paperwork

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. Payroll paperwork will also be completed at the time this paperwork is done:

1. Call me for an appointment to fill out the preliminary paperwork for beginning the criminal record check process. This paperwork is necessary in order to have your fingerprints taken by one of the identification centers in Vermont. I would need to see a photo ID (passport OR driver's license and social security card OR driver's license and birth certificate) and would need a check or money order for \$12.00, which covers the cost of processing the record check. NO CASH, PLEASE. Once completed, I will give you the Fingerprint Authorization Certificate (FAC) you need to take to the identification center, and a receipt for payment.
**If you have had a record check done for another school district within the last 3 years and have not had a one-year or more of broken service, you do not have to do the entire process again. You may sign an Authorization to Release form for that school district.
2. Next, you will 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 prints taken for school employment. They will ask you if you have an FAC, which is the form I will give you. Make sure you take this form with you when you go for your appointment. There will be a \$25 fee for taking the prints. They will need to see two forms of ID, one that must be a photo ID. Attached is information that may be useful to you before you go to the Center. They will give you a receipt for the cost. Please send me a copy of the receipt you receive from them. You may email it, mail it, or drop it off. This lets me know that you had your prints done.
3. The identification center sends your fingerprints to the VT Department of Public Safety, who will check for 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 should not begin employment until the criminal record check result is received at Washington West unless there are extenuating circumstances.

FINGERPRINT IDENTIFICATION CENTER

Identification Centers

Identification Centers are specially designated law enforcement agencies whose staff has 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 cleaner 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. The 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 fee of up to \$25 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 manila 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 or Passport 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 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)

- 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.

COUNTY	LOCATION	ADDRESS	PHONE	HOURS	COORDINATOR
Addison	Addison County Sheriff's Office	35 Court St., Middlebury, VT 05753	802-388-2981	Tuesday only. 1:00 - 4:00 p.m. Call for appointment.	Sheriff Donald Keeler
Bennington	Bennington County Sheriff's Office	811 US 7 South Bennington, VT 05201	802-442-4900	Monday-Friday 8:30 - 11:30 a.m. 1:15 - 3:00 p.m. Walk-ins accepted.	Sheriff Chad Schmidt
Caledonia	St. Johnsbury Police Dept.	1187 Main St., S-2 St. Johnsbury, VT 05819	802-748-2314	Call for appointment.	Kim Ranney
Chittenden	Burlington PD 802-658-2704	1 North Avenue Burlington, VT 05401	802-540-2246	Thursdays 10 a.m. - 12 p.m. 12:30 - 2:30 p.m. By appointment only	Sarah Trieb
Chittenden	Chittenden County Sheriff's Office	70 Ethan Allen Drive So. Burlington, VT 05403	802-863-7507	Tues., Wed., Thurs. 10 a.m. - 3 p.m. Call for appointment	Sheriff Kevin McLaughlin Deputy Sheriff Dick Rowden
Essex	Essex County Sheriff's Office	91 Courthouse Drive Guildhall, VT 05905	802-676-3500	Call for appointment	Sheriff Trevor Colby
Franklin	Swanton Police Dept.	120 First Street Swanton, VT 05488	802-868-4100	Call for appointment	Chief Leonard Stell
Grand Isle	Grand Isle County Sheriff's Office	Route 2 No. Hero, VT 05474	802-372-4482	Monday thru Friday 9 a.m. - 4 p.m. Call for appointment	Lt. Donna Polk
Lamoille	Lamoille County Sheriff's Office	Main Street Hyde Park, VT 05655	802-888-2561	Call for appointment	Deputy Claude Ammons Janice Bradley
Orange	Orange County Sheriff's Office	11 VT Route 113 Chelsea, VT 05038	802-685-4875	Call for appointment	Any duty clerk
Orleans	Orleans County Sheriff's Office	3356 US Route 5 Derby, VT 05829	802-334-3334	Monday thru Friday 8 a.m. - 4:30 p.m. Call for appointment	Sheriff Kirk Martin
Rutland	Rutland City Police Dept.	108 Wales Street Rutland, VT 05702	802-773-1838	Payment by check only. Call for appointment	Records Division
Washington	Washington County Sheriff's Office	10 Elm Street, Montpelier, VT 05602	802-223-3001	Tues, Wed, Thurs. Call for appointment	Deputy Sheriff Bruce McClure
Windham	Windham County Sheriff's Office	12 Jail Street Newfane, VT 05345	802-365-4942	3:00 on Monday Call for appointment	Sheriff Keith Clark
Windsor	Windsor Police Dept.	29 Union Street Windsor, VT 05089	802-674-8076	Thurs.- Friday; 8:30 a.m. to noon; call for appt.	Julianne Voltmer

