

APPLICANT BACKGROUND CHECK FORM
("Form A-1")

Directions: Each local or regional board of education, governing council of a state or local charter school, and inter-district magnet school operator is required by Connecticut law to obtain the information requested in this form from any applicant who applies for a position of employment with such local or regional board of education, council, or operator, if the position for which the applicant is applying would cause the applicant to have direct student contact. No local or regional board of education, council, or operator may employ an applicant for a position involving direct student contact who does not provide the information requested in this form. Accordingly, please complete this form and return it to Lorrie Moraniec or Christine Sardinskas in the Superintendent's office promptly so that your application may be processed.

Section A -- Current and Former Employers

Directions: Each local or regional board of education, governing council of a state or local charter school, and inter-district magnet school operator is required by Connecticut law to conduct a review of your employment history with each of your current or former employers if: (a) such current or former employer was a local or regional board of education, governing council of a state or local charter school, or inter-district magnet school operator, or (b) such employment otherwise caused you to have contact with children. Such review must be conducted using the State of Connecticut Educational Employer Verification Form ("Form A-2"), attached to this form.

Accordingly, please complete the table below (using an additional sheet of paper as needed), and then sign at the bottom of this section. For each employer listed in the table below, please complete Section 1 of Form A-2, using a separate Form A-2 for each employer. Please return the completed Form A-2(s) to Lorrie Moraniec or Christine Sardinskas in the Superintendent's office promptly so that your application may be processed.

<u>Employer Name</u>	<u>Employer Address</u>	<u>Employer Telephone #</u>

By signing below, I am affirming that the information provided above is true and correct. I understand that if I knowingly provide false information or knowingly fail to disclose the information requested herein, I shall be subject to discipline by the Region 16 Board of Education (designee) that may include (1) denial of employment or (2) termination of my employment contract, in accordance with the provisions of Connecticut General Statutes Section 10-151.

Employee Signature: _____

Date: _____

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).

Section B

Directions: Please review the information in this Section B, and then indicate your agreement with the information by signing below.

1. I hereby consent to and authorize disclosure of the following information, and release of related records, by the employers listed in Section A of this form (together the “Employers” and individually an “Employer”):
 - a. The dates of my employment with the Employer.
 - b. A statement as to whether the Employer has knowledge that I:
 - i. was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department, or which has been substantiated;
 - ii. was 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; or
 - iii. have ever had a professional or occupational license, certificate, authorization, or permit suspended or revoked, or have 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.
 - c. More information concerning any response made by any Employer to the request for information and records described in parts (a) and (b) of this Section B.1 of this form.
2. I hereby consent to and authorize disclosure of the following information, and release of related records, by the Department of Education (the “Department”):
 - a. Information concerning my eligibility status for employment.
 - b. A statement as to whether the Department has knowledge that a finding has been substantiated by the Department of Children and Families pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against me, and any information concerning such a finding.
 - c. A statement as to whether the Department has received notification that I have been convicted of a crime or of criminal charges pending against me, and any information concerning such charges.
3. I hereby release the Employers and the Department from liability that may arise from the disclosure or release of records which I have authorized and to which I have consented in Sections B.1 and B.2 of this form.

Employee Signature: _____

Date: _____

Section C

Directions: Please answer the questions below in their entirety, and then sign below. For purposes of these questions, the following definitions apply:

- “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.
- “Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. § 53a-70 (sexual assault in the first degree), § 53a-70a (aggravated sexual assault in the first degree), § 53a-71 (sexual assault in the second degree), § 53a-72a (sexual assault in the third degree), § 53a-72b (sexual assault in the third degree with a firearm), or § 53a-73a (sexual assault in the fourth degree).

Y N Have you ever 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 Have you 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 (“DCF”), or
an allegation of sexual misconduct was pending or under investigation or due to an
allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or
of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Y N Have you ever had a professional or occupational license or certificate suspended or
☐ ☐ revoked, or have you ever surrendered such a license or certificate while an allegation
of abuse or neglect was pending or under investigation by DCF or an investigation of
sexual misconduct was pending or under investigation, or due to an allegation
substantiated by DCF of abuse or neglect or of sexual misconduct, or a conviction for
abuse or neglect or sexual misconduct?

Y N Have you ever been convicted of a crime (answer “no” if you have been the subject of
☐ ☐ any arrest, criminal charge, or conviction, the records of which have been erased)?

Y N
☐ ☐ Are criminal charges pending against you?

Y N Are you disqualified from employment with Region 16?
☐ ☐

By signing below, I am affirming that the information provided above is true and correct. I understand that if I knowingly provide false information or knowingly fail to disclose the information requested herein, I shall be subject to discipline by the Region 16 Board of Education (designee) that may include (1) denial of employment or (2) termination of my employment contract, in accordance with the provisions of Connecticut General Statutes Section 10-151.

Employee Signature: _____ **Date:** _____