



Hillsborough Township Public Schools

379 South Branch Road
Hillsborough, NJ 08844

Michael J. Volpe
Director of Human Resources

Dear Candidate,

Congratulations! If you are receiving this letter and packet it is because you have been identified as the finalist for a position you recently interviewed for in the Hillsborough Township Public Schools.

If you are a finalist for a tenure-track position, you have two interviews still coming which will both take place on the same day – one with the Director of Human Resources and one with the Superintendent. If you are a finalist for a position that is not a tenure-track position, you only have one interview left – with the Director of Human Resources. At the time of your final interview(s), salary, benefits, and other items will be discussed.

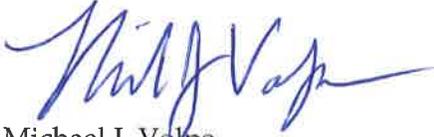
However, in order to get to the final interview(s), the following **MUST** be completed. Missing any of these components will delay your final interview and potential offer of employment. Any requested documents should all be turned in to the Human Resources department at the same time.

- 1) **Get Fingerprinted** – Attached to this letter are directions as to how to complete this process if you are a new public school employee getting this done for the first time. Additionally, if you have been fingerprinted in the past, there are also directions as to how to get your fingerprints from the state archives. (Note – you can **ONLY** get your fingerprints from the state archives if you have previously been fingerprinted for a NJ Public school. Otherwise, follow the directions as if you were getting this done for the first time). **Please provide the HR department a copy of the receipt you receive for your online payment.**
- 2) **Complete and monitor your Criminal History Background Check** – The directions for fingerprinting also tell you how to access this report. Generally, it takes two weeks after you have gotten your fingerprints completed, so the sooner you get fingerprinting done, the better! You will be able to check the status of your background check online. However, you will not have to provide any documentation to us as we will be provided that information online as well.
- 3) **Complete the "Sexual Misconduct/Child Abuse Disclosure" form(s)** for every employer you have worked for over the past twenty (20) years where you were employed in a position that had direct contact with children. Later, the Human Resources department will send these out to your former employers. You just need to complete Section 1 one each form that you have created for each employer you have had over the past twenty years. Please feel free to make copies.
- 4) **Register for your pre-employment drug screening** – This is not something that you can do on your own. Once you have completed everything in steps 1-3 above, Ms. JoAnn DiLeone, Personnel Assistant, will call you to schedule your final interview(s). At that time she will also schedule your pre-employment drug screening exam. This will require you providing her with some personal information. From the time the appointment is made, you will have 48

hours to have the test completed. Within a week, the results are reported directly to the Human Resources department.

We are excited to have you on board in Hillsborough! Similarly, you can show your excitement to us by taking care of these steps as soon as possible. Once you do, we will schedule your final interview(s) and formally welcome you to the district!

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael J. Volpe". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael J. Volpe
Director of Human Resources

For New Applicants Applying for a Criminal History Record Check

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/crimhist>. Click on "File Authorization and Make Electronic Payment for Criminal History Record Check."
2. Select Option #1: "**New Administration Fee Request (New Applicants Only)**" - This screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.
 1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
 2. All School Bus Drivers and Bus Aides for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors
 3. All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools
 4. All School Bus Drivers and Bus Aides for Non Public Schools and Other Agencies
3. Complete the requested applicant information (to include the county/district/school/contractor/vendor code names furnished to you by your employer) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box.
4. Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

You **MUST** click the "**Make Payment**" button only **one time** to complete the transaction.
5. After completing the transaction, the individual will be presented with three required steps:
 1. View and/or print your New Administration Fee Payment Request confirmation page
 2. Complete and/or print your IdentoGO NJ Universal Fingerprint Form
 3. Click here to schedule your fingerprinting appointment with MorphoTrust

Select the first option "**View and/or print your New Administration Fee Payment Request confirmation page**" and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.

Next select the second option "**View and/or print your IdentoGO NJ Universal Fingerprint Form.**" You must print the IdentoGO NJ Fingerprint Form and present it to MorphoTrust at the time of LiveScan fingerprinting.

Access the MorphoTrust web page by selecting the third option "**Click here to schedule your fingerprinting appointment with MorphoTrust**" to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting.

When the Criminal History Review is completed, the applicant will be able to go to the Criminal History Review Unit's website at <http://www.nj.gov/education/crimhist> to view and print their Applicant Approval Employment History or they will receive an Ineligible or Disqualification letter.

For Applicants Requesting Their Archived Fingerprints

1. Access the Criminal History Review Archive process. <https://homeroom4.doe.state.nj.us/chr/>
2. Select the second option: "**Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).**"
3. Enter your Social Security number to ascertain if you are eligible for the process. Click "**Continue.**"
4. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.
5. Complete the requested applicant information to include the county/district/school/ contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click "**Next**"
6. Submit your credit card payment. Total payment is \$28.50 (\$27.50 plus a \$1.00 convenience fee charged by the private vendor). Click "**Continue**" and then click "**Make Payment**" at the bottom of the next page.
7. The Payment Confirmation page will state "**Your ePayment transaction has been processed successfully.**" You should print a copy of this receipt.
8. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History**" by accessing it on the Criminal History Review Unit website. Provide a copy to us.

Originating Agency Number:	NJ 930100Z
Category:	EDK
Statute Number	N.J.S.A. 18A:6-7.2
Reason for Fingerprinting:	Public School Employment
Document Type:	RBI
Contributors Case Number:	35-2170

Make a copy of these three pages for EACH of your previous employers

State of New Jersey
Sexual Misconduct/Child Abuse Disclosure Release
P.L. 2018, c. 5
Effective June 1, 2018

P.L. 2018, c. 5 concerns school employees and supplements chapter 6 of Title 18A of the New Jersey Statutes. This law prohibits a school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school (collectively referred to as "hiring entity") from employing a person serving in a position which involves regular contact with students unless the hiring entity conducts a review of the employment history of the applicant by contacting former and current employers and requesting information regarding child abuse and sexual misconduct.

The applicant must submit this form for (1) all current employers and (2) to former employers within the last 20 years that were school entities or where the applicant was employed in a position that involved direct contact with children. The applicant will submit completed copies of this form to the hiring entity. The hiring entity will then submit this form to each of the current or former employers for completion of Section 2.

Applicant, please complete the information immediately below and Section 1 of this form and return it to the hiring entity. Please complete additional forms as necessary for each of your current and former employers for the last 20 years that were school entities or where you were employed in a position that involved direct contact with children.

To:

Name of Current or Former Employer: _____ No applicable employment

Street Address: _____

City, State, Zip: _____

Telephone Number: _____

_____ is under consideration for a position with _____. The individual whose name appears herein has reported previous employment with your entity. As required by P.L. 2018, c. 5, please provide the information requested in Section 2 of this form within 20 days of receipt.

Section 1: Applicant Certification and Release

(to be completed by the applicant even if the applicant has no current or prior employment to disclose)

Applicant Name (First, Middle, Last): _____

Date of Birth: _____

Any former names by which the Applicant has been identified: _____

Last 4 digits of Applicant's Social Security Number: _____

Approximate dates of employment with the entity listed above: _____

Position(s) held: _____

Have you (Applicant) ever:

- Yes No Been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families (*unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated)?
- Yes No Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from any employment (1) while allegations of child abuse or sexual misconduct were pending or under investigation, or (2) due to an adjudication or finding of child abuse or sexual misconduct?
- Yes No Had a license, professional license, or certificate suspended, surrendered, or revoked (1) while allegations of child abuse or sexual misconduct were pending or under investigation, or (2) due to an adjudication or finding of child abuse or sexual misconduct?

By signing this form, I (the applicant) certify under penalty of law that the statements made in this form are true, correct, and complete. I understand that willfully providing false information or willfully failing to disclose information required in Section 1 of this form, as required by *N.J.S.A. 18A:6-7.7*, may subject me to discipline up to, and including, termination or denial of employment; may be a violation of *N.J.S.A. 2C:28-3*; and may subject me to a civil penalty of not more than \$500, which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," *P.L. 1999, c. 274*.

By signing this form, I also hereby authorize the above-named employer to disclose the information requested in Section 2 and release related records pertaining to the disclosures identified in SECTION 2. I understand that pursuant to *N.J.S.A. 18A:6-7.7*, the above-named employer is released from liability that may arise of the disclosure or release of records.

[Redacted Signature]

Signature of Applicant

[Redacted Date]

Date

Section 2: Current/Former Employer Verification

(to be completed by the applicant's current employer(s) and all former employers that were school entities or former employers in which the applicant had direct contact with children). Please complete the information below and return this form to the hiring entity.

N.J.S.A. 18A:6-7.7(b) provides that a hiring entity shall not employ for pay or contract for the paid services of any person in a position that involved regular contact with students unless the hiring entity conducts a review of the employment history of applicant by contacting those employers listed by the applicant under the provisions of *N.J.S.A. 18A:6-7.7(a)* and collecting the information requested below.

Employing Entity receipt date: [Redacted]

Received by: [Redacted]

Applicant's dates of employment: [Redacted]

Contact phone #: [Redacted]

To the best of your knowledge, has the applicant ever:

- Yes No Been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families (*unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated)?
- Yes No Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct?
- Yes No Had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct?

Current/Former Employer Representative Signature

Date

Current/Former Employer Representative Title

If a current or former employer responds to any Section 2 disclosure in the affirmative, the hiring entity may request additional information regarding the disclosure by requesting that the current or former employer complete the Sexual Misconduct/Child Abuse Disclosure Information Request form within 20 days and attach additional information, including the initial complaint and final report, if any, regarding the incident of child abuse or sexual misconduct. Pursuant to N.J.S.A. 18A:6-7.11, a current or former employer that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false. The immunity shall be in addition to, and not in limitation of, any other immunity provided by law.

The failure of a current or former employer to provide the information requested in Section 2 within the 20-day timeframe required by N.J.S.A. 18A:6-7.9 may be grounds for the automatic disqualification of an applicant from employment with the hiring entity. The hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated: (1) because of any information received by the hiring entity from an employer pursuant to N.J.S.A. 18A:6-7.7; or (2) due to the inability of the hiring entity to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.

Return all completed information to:

Hiring Entity: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ Fax or Email: _____