

**LEARN
REQUEST FOR FINGERPRINTING**

District: WATERFORD

District Representative: Joyce Sauchuk, Director of Human Resources

District Phone #: 860-444-5832

Applicant's Name: _____

SS#: _____

#1____The above applicant has been offered employment as a substitute teacher/teacher assistant for the 2014-2015 school year. We are requesting that he/she be fingerprinted and a criminal background check be conducted.

#2____The above applicant has been offered employment as a substitute teacher/teacher assistant for the 2014-2015 school year and has informed us that he/she has been fingerprinted by LEARN. (This report may be more than one year old. If this is an issue, see #3). We are requesting verification of fingerprinting and notification of results of the criminal background check.

#3____The above applicant has been offered employment as a substitute teacher/teacher assistant for the 2014-2015 school year and has informed us that he/she has been fingerprinted by LEARN. The fingerprinting and criminal background check was done over one year ago. We are requesting that he/she be fingerprinted and a criminal background check be conducted again.

I have been fingerprinted by LEARN and request that the above named school district be given a copy of the criminal background check.

Prospective Employee's Signature

Date

STEPS FOR FINGERPRINTING

HOW TO MAKE AN APPOINTMENT TO BE FINGERPRINTED:

To schedule an appointment for fingerprinting, please call LEARN at (860) 434-4800 ext 156.

WHAT TO BRING WITH YOU TO THE FINGERPRINT APPOINTMENT:

- Two (2) forms of identification one being a photo ID.
- The "Request for Fingerprinting" form from the district(s).
- **A money order or a certified bank check** made payable to **LEARN** for the amount of **\$25.00**. This fee covers the processing required by the State as well as LEARN's fee to cover additional processing as required by changes in the Connecticut State statutes.

WHERE FINGERPRINTING SESSIONS ARE HELD:

LEARN
44 Hatchet's Hill Road
Old Lyme, CT 06371
(860) 434-4800

Directions:

From New Haven:

Take I-95 north to exit 71.

At the end of the ramp, take a right and an immediate left on Hatchetts Hill Road.

LEARN is 6/10 of a mile on your right.

From New London:

Take I-95 South to exit 71.

At the end of the ramp, take a left and go over I-95.

Turn right onto Hatchetts Hill Road.

LEARN is 6/10 of a mile on your right.