

## **EMPLOYMENT APPLICATION - PRE-EMPLOYMENT REQUIREMENTS REQUIREMENTS FOR CONTINUED EMPLOYMENT**

### **1) AGE REQUIREMENT**

Employees must be at least 16 years of age. High School students must provide working papers before starting employment. Employees 18 years of age by July 1<sup>st</sup> must provide a copy of High School Diploma. Employees and volunteers under age 18 must bring Permission for Fingerprinting form when getting fingerprinted.

### **2) EMPLOYMENT APPLICATION-must include:**

- a. A sworn statement whether the applicant has or has not been convicted of a crime. A Criminal History Statement must be **updated every 2 years thereafter**.
- b. The names, addresses and day time telephone numbers of at least three references, other than relatives, at least one of whom can verify employment history, work record and qualifications, and at least one of whom can attest to the applicant's character, habits and personal qualifications to be a child day care center staff member.
- c. Employment history including, but not limited to, any relevant child-caring experience.

### **3) MEDICAL STATEMENT**

Each employee must submit a statement from a health care provider prior to employment and **annually thereafter**. The Medical Statement must give satisfactory evidence that the individual is physically fit to provide care for children. The Medical Statement must include the results of a Mantoux tuberculin test.

### **4) FINGERPRINTING**

**Prior to starting work** ALL newly hired staff members are required to observe the following procedures:

- a. **Anyone who has been previously fingerprinted by OCFS** for the purposes of child day care or foster care or adoption approval, fingerprints may not need to be taken again. Please let us know when you are hired.
- b. If you have not been fingerprinted by OCFS before, you must go to an authorized digital imaging center in NY State.
  - Complete the Request for NYS Fingerprinting Services form
  - Schedule an appointment by calling 1-877-472-6915 or by going to the following website: [www.L1enrollment.com](http://www.L1enrollment.com).
  - You can select the location for your fingerprinting when you schedule your appointment.
- c. The Request for NYS Fingerprinting Services Form must be completed accurately with no blank fields. Use the information from this form when making the appointment. When being fingerprinted for child day care purposes, please disregard the foster care/adoption fields.
  - Make sure that the Facility/Agency ID Number and the Facility Name/Address under the "Contributor Agency Section" are completed correctly. The Facility/Agency ID number is the license/registration number assigned to the program for which you are applying.
  - Each person to be fingerprinted must complete the Applicant section with their own information. For the purposes of this form, "Applicant" means the person to be fingerprinted.
  - Everyone must also select the appropriate role in the Child Day Care/Role of Applicant section.
- d. On the day of the fingerprinting appointment:
  - Bring the completed form for each person being fingerprinted. No one will be fingerprinted without this form. There are no blank forms available at the scan location.
  - Each person must bring the appropriate Identification (ID) listed on the back of the form. No one will be fingerprinted without appropriate ID.
  - Your picture will be taken and your identification will be validated.
- e. Additional "Request for NYS Fingerprinting Services" forms (OCFS-4930) are available online at [http://www.ocfs.state.ny.us/main/forms/day\\_care/](http://www.ocfs.state.ny.us/main/forms/day_care/) or by calling 518-473-0971 (refer to form number OCFS 4930). If you have additional questions, please contact your licenser or registrar.

### **5) STATE CENTRAL CLEARANCE FORM (SCR)**

If you are 18 years of age or older the SCR form must be filled in and submitted before an employee is hired.