

Volunteers

Name: _____

Social Security Number: _____

CAREFULLY READ AND FOLLOW INSTRUCTIONS

1. Go to the State's Website to pay for the State Administrative fee at <http://www.state.nj.us/education/educators/crimhist/>
2. Using the attached Morpho Trak form, schedule an appointment to be fingerprinted.
3. Once you have been fingerprinted and have submitted the Criminal History Review Authorization form to the HR department, you will receive a clearance letter from the NJ Dept of Education in approximately 4 to 6 weeks. (**Criminal background authorization must be complete before Volunteers can begin.**)
4. Once you have received a clearance letter from the NJ Dept of Education **email Mrs. Acosta at aacosta@plainfield.k12.nj.us to make an appt.** (Please bring the Morpho Trak receipt, Mantoux Test & clearance letter)

_____ MorphoTrak (Proof of Fingerprinting – contact as instructed on form)

_____ Criminal History Clearance Letter

_____ Mantoux Test (Please provide proof of completed TB Test from your Physician)

Formerly Sagem Morpho Inc

(1) Originating Agency Number (ORI #) NJ930100Z		(2) Category EDV		(3) Statute Number N.J.S.A 18A:6-7.2	
(4) Reason for Fingerprinting DOE Volunteer			(5) Document Type VB1	(6) Payment Information Volunteer/Student Teacher Pays the Fee of \$26.25	
(7) Contributor's Case # (Unique Identifier) 39/4160			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number () -		(13) Social Security Number	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden Name (if married female)		(18) Place of Birth (U.S. State –for US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one) Male () Female () Both ()	(22) Hair Color (Indicate most predominant color, one only)	(23) Eye Color	(24) Race (Select One) A Asian/ Pacific Islander (includes Asian Indian) B Black W White (Includes Hispanic/ Spanish Origin) U Unknown I American Indian / Alaska Native		
x(25) Occupation Volunteer	(26) Employer (Name) Plainfield Public Schools Employer Address 1200 Myrtle Ave City Plainfield State <u>NJ</u> Zip <u>07063</u>				

APPLICANT INFORMATION – READ THIS FORM CAREFULLY AND FOLLOW ALL INSTRUCTIONS TO COMPLETE THE FINGERPRINT PROCESS. You MUST present this completed form at your appointment to be FINGERPRINTED. NO EXCEPTIONS ALLOWED. Applicants without forms or with incomplete forms will not be printed.

IDENTIFICATION IS REQUIRED- ACCEPTABLE ID REQUIREMENTS –ID MUST include Photo, Name, Address (Home/ Employer) and Date of Birth. Acceptable ID MUST be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid Photo Drivers License or Valid Photo ID issued by any State DMV or NJ MVC, 2) Passport. Acceptable ID MUST meet all of the underlined requirements above and MUST be present on one (1) ID. Combinations of documents are NOT acceptable. If acceptable ID is not presented you will not be fingerprinted.

For applicants who are required to pay for their own fingerprinting fees, payment is required at the time of scheduling. Payment may be made with a credit card or electronic debit from a checking account. Remember your account will automatically be debited. An \$11 fee is charged to cover the cost of a scheduled appointment for applicants who do not cancel/reschedule by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). All appointments can be canceled/rescheduled via the web without penalty if cancellation requirements are met. The \$11 fee will also apply for applicants who are turned away from the printing sites due to the inability to present proper ID, who fail to present this completed Universal Fingerprint Form provided to you by your requesting agency or employer, or who are turned away because information on this form does not match the information provided during the scheduling process. You will be refunded State and Federal search fees only.

Appointment scheduling is available via the web at www.bioapplicant.com/nj, 24 hours per day, 7 days per week. For applicants who do not have web access, appointments can be made by contacting us toll free at **(877) 503-5981** on a first call, first served basis Monday through Friday, 8:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 noon EST. English and Spanish speaking operators are available. Hearing impaired scheduling is available at (800) 673-0353. ONLY applicants who schedule through the call center can make payment by money order at the fingerprint site. No other form of payment is accepted at the fingerprint site.

Your APPLICANT ID, Site, Date, Time of your appointment, and payment authorization will be confirmed by the call center agent or web confirmation when scheduling is complete. You must record this information in the appropriate blocks below while speaking with the operator. If you appear for fingerprinting at a site where you are not scheduled or on a different date and time, you will be turned away and not fingerprinted. If applicable, you may incur the \$11 appointment fee.

Your PCN number will be recorded when your fingerprinting has been completed. You **MUST** retain a copy of the form and a copy of the receipt provided to you by the Fingerprint Technician for your records. **NO RECEIPTS WILL BE PROVIDED AFTER THE DATE OF PRINTING.**

Applicant ID No.	Scheduled Site/ Date/ Time		PYMT Authorization	PCN
Agency Information #1			Agency Information #2	

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

**PLAINFIELD PUBLIC SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

Human Resources Department
1200 Myrtle Ave
Plainfield, NJ 07063
908-731-4328 908-731-4330

Position you are applying for:

School/Program Volunteer

(Please Print)

Name: _____ SS# _____
Last First Middle

Address: _____
Number & Street Apt.# State Zip Code

Home Telephone# _____ Cell Phone# _____
Area Code & Number Area Code & Number

Do you have any Public School Employment Experience? Yes No

Last title: _____

Do you have a teaching license? If so, has it ever been revoked in this or another state? Yes No

Special licenses held:

Title	License #	Expiration Date

List all office equipment you are able to operate	Do you speak or read fluently a language other than English? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes please list language(s))

MILITARY SERVICE

Branch _____ Active Duty: From _____ To _____

EMPLOYMENT HISTORY

List most recent position

Employer	Address	Position	Time of Employment	Reason for Leaving

List the names of two personal references not related to you.

1. Name: _____ Position: _____ Telephone# _____

Address: _____
(Street Address) (City) (State) (Zip)

2. Name: _____ Position: _____ Telephone# _____

Address: _____
(Street Address) (City) (State) (Zip)

Volunteer's Signature: _____ Date: _____