

PRE-EMPLOYMENT REQUIRED DOCUMENTATION FOR:

THE PROVIDENCE CENTER SCHOOL

- **PRE-EMPLOYMENT DOCUMENTATION MUST BE RECEIVED AND REVIEWED PRIOR TO YOUR START DATE.**

- **YOU MAY NOT REPORT TO THE NEW HIRE ORIENTATION UNTIL ALL OF THE FOLLOWING PAPERWORK IS RECEIVED AND REVIEWED BY HUMAN RESOURCES LOCATED AT 530 NORTH MAIN STREET, 4th FLOOR, PROVIDENCE, RI:**

FINGERPRINTING AND BCI CHECK

Please report to your either your local police department or the Attorney General's Office which is located on 150 South Main Street in Providence, Rhode Island. **You will need to bring your offer letter with you and inform them that you will be working in The Providence Center School.** You will then be fingerprinted and a local criminal background check will also be done. You will receive a letter stating if you have a record and a letter stating that you have been fingerprinted for a national check. **You must return both letters to Human Resources prior to your start date.** There is a fee to be paid to your local police department or the Attorney General that you are responsible for. Information of a disqualifying nature may result in The Providence Center rescinding your offer of employment. In addition, you must notify us of any future changes to your BCI and/or criminal record status. Failure to notify us of any changes may result in termination of your employment. PLEASE BE SURE TO CALL AHEAD TO VERIFY THE DATES AND TIMES THEY CAN FINGERPRINT YOU.

DRIVER RECORD CHECK

You may attain your driving record check online at www.ri.gov/dmv. Your driving record MUST reflect your last three (3) years of driving. If you have lived in another state within the past three years, you MUST obtain a driving record from that state also. You may also try to obtain a copy of your driving record from your insurance carrier. They sometimes will provide this information. Information of a disqualifying nature may result in The Providence Center rescinding your offer of employment. In addition, you must notify us of any future changes to your driving record status. Failure to notify us of any changes may result in termination of your employment.

AUTO INSURANCE

Please provide a copy of your auto insurance policy. Also, if you are covered under someone else's policy, you MUST show proof that you are listed as a driver on the policy. **Your policy must state the effective dates of coverage.**

DCYF CLEARANCE REQUEST (child abuse and neglect tracking system)/EMPLOYMENT HISTORY AFFIDAVIT/CRIMINAL RECORDS AFFIDAVIT

Please complete all three (3) forms but DO NOT SIGN THEM UNLESS YOU ARE IN FRONT OF A NOTARY. The last two pages must be notarized on the Employment History Affidavit and the Criminal Records Affidavit. You may have them notarized on your own or you may contact Janet Skorupski at 401-528-0158. Janet works in our Human Resources Department and is able to notarize the paperwork at no charge.