

# **PRE-EMPLOYMENT REQUIRED DOCUMENTATION FOR:**

## **CHILD AND FAMILY PROGRAMS**

- **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, 4<sup>th</sup> FLOOR, PROVIDENCE, RI:**

### **BCI CHECK**

Please report to either your local police department or the Attorney General's office located at 150 South Main St. in Providence, Rhode Island. You will need to bring a copy of your offer letter with you and inform them that you will be working at an MHRH facility. They will issue you a letter stating that a background check has been done and provide the results. Please call ahead to verify the dates and times you can receive a BCI. 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 status. Failure to notify us of any changes may result in termination of your employment.

### **FINGERPRINTING**

Please report to your local police department in the city in which you reside. You will need to let them know that you are going to be working with children and need to be fingerprinted. They will then give you a letter stating that you have been fingerprinted and a national search will be done. 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 criminal record status. Failure to notify us of any changes may result in termination of your employment. PLEASE CALL AHEAD TO VERIFY THE TIMES AND DATES YOUR LOCAL POLICE DEPARTMENT WILL PERFORM THE FINGERPRINTING.

### **DRIVER RECORD CHECK**

You may attain your driving record check online at [www.ri.gov/dmv](http://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.