

# *Orange Windsor Supervisory Union*

3590 VT Route 14

South Royalton, Vermont 05068

David C. Bickford, Ed.D. Superintendent

Telephone (802) 763-8840

## INSTRUCTIONS for NEW OWSU JOB APPLICANTS

To the Applicant: There are 3 of steps in this phase, before your employment with an OWSU district is complete:

1. **FIRST OWSU APPOINTMENT:** After you have been offered a position (employment or volunteer) by an OWSU administrator, make an appointment at the OWSU Central Office with Cassandra Frary, Administrative Assistant to the Superintendent (763-8840) to initiate a criminal record check. You will complete: (A) **Request for Criminal Record Check (CRC)** and the (B) **Fingerprint Authorization Certificate (FAC)**. **Please bring either identification, such as your passport driver's license, student photo I.D. or social security card.**
  
2. **CRIMINAL RECORD CHECK - ID CENTER APPOINTMENT:**
  - a. **Call ID Center for Appointment:** Set up an appointment to be fingerprinted with an approved Identification Center that does *electronic fingerprint scans* (see table on backside of this page). **The ID Center will not fingerprint you unless you have your completed FAC from your OWSU appointment.** The ID Center instructs you on what you need to bring for appropriate I.D., as well as acceptable forms of payment for the fingerprinting (the fee is \$25.00), OWSU will be billed for the VCIC fee.
  
  - b. **At the ID Center:** Take the completed FAC, payment, and appropriate identification to the ID center. The **ID Center** will complete the OWSU Fingerprint receipt confirming that you had the fingerprints done and will return the OWSU Fingerprint receipt to you. The ID Center will submit the prints electronically to the Vermont Criminal Information Center (VCIC). It will mail the FAC to VCIC.

*NOTE: You will need to call the ID center for an appointment, unless you choose to go to Hartford (appointments at Hartford must be made by Cassandra). Due to time considerations, fingerprints must be done electronically at one of the following centers listed below:*

| ID Centers for ELECTRONICALLY SCANNED FINGERPRINTS                          |                                 |
|---|---------------------------------|
| CITY or COUNTY ID Center  | Telephone Number                |
| <b>Bennington</b> Sheriff   | 442-4900                        |
| <b>Burlington</b> / Chittenden County Sheriff                               | 863-4341                        |
| <b>Chelsea</b> / Orange County Sheriff                                      | 685-4875                        |
| <b>Hartford</b> Police Dept. / <b>White River Junction</b> (Windsor County) | ***Must be made through OWSU*** |
| <b>Lamoille</b> County Sheriff ( <b>Hyde Park</b> )                         | 888-3502                        |
| <b>Montpelier</b> : Washington County Sheriff                               | 223-3001                        |
| <b>Rutland</b> City Police Dept.  | 773-1838                        |
| <b>St. Johnsbury</b> Police Dept. / Caledonia County                        | 748-2314                        |
| <b>Swanton</b> Police Dept. / Franklin County                               | 868-1400                        |
| <b>Windham</b> County Sheriff (Newfane)                                     | 365-4942                        |

3. SECOND OWSU APPOINTMENT: After you have completed the fingerprinting, **make an appointment with Anne Simoni, Payroll/Benefits Coordinator at OWSU (763-7795)**. Bring the OWSU Fingerprint Receipt, completed by the ID Center to confirm that you were fingerprinted and paid the fingerprinting fee.
  - a. Complete Your Benefits/Payroll Paperwork with Anne Simoni: You will be considered eligible to be placed on payroll 10 business days, after you meet with Anne and submit the receipt for fingerprinting, pending results of the Criminal Record Check. (You will need to bring 2 forms of identification to this meeting. Anne will explain the form of I.D. when you make the appointment.)
  - b. Finalizing the Hiring Process: After OWSU receives the results of your Criminal Record Check, the Superintendent will present your appointment to the School District Board of Directors. After Board approval, you will receive a contract that has been signed by the Board and the Superintendent. Sign and return the original with signatures to the OWSU Central Office (make a copy for your own records).