 **Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES**

**Clearance for Employment Request Form**

**Instructions:**

Please complete and sign below. This form authorizes the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES to request from the State Education Department a “Clearance for Employment” based on your fingerprints that were previously submitted to the Office of School Personnel Review and Accountability for employment in a public school system within the state of New York.

**Please Print**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I hereby authorize the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (BOCES) to request from the New York State Education Department Office of School Personnel Review and Accountability Department a “Clearance for Employment.”

In addition, pursuant to the School Fingerprinting Law (2000 NY Laws, Chapter 180), I understand that my employment at the BOCES will not begin until full clearance is gained and in the event of my clearance being revoked at any time during employment, that I may be and/or will be discharged by the BOCES until full clearance is obtained.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)

The Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle complaints/inquiries regarding the BOCES non-discrimination policies:

Timothy A. Collins, Esq., [tcollins@boces.com](mailto:tcollins@boces.com) or (315) 779-7046, or

Dominic S. D’Imperio, Esq., Title IX Officer, Director, Employer-Employee Relations, [ddimperio@boces.com](mailto:ddimperio@boces.com), (315) 779-7047.

For further information on this notice of non-discrimination visit: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. Please note that those wishing to file a complaint may also do so through the Department of Education’s Office for Civil Rights at http://www2.ed.gov/about/offices/list/ocr/qa-complaints.html.