

RIDGEFIELD PUBLIC SCHOOLS
Ridgefield, Connecticut

NEW HIRES

Effective 10/1/07

Fingerprinting Information and Required Identification

PLEASE READ THESE INSTRUCTIONS CAREFULLY

Effective July 1, 1994, as a condition of employment, all new employees of the Ridgefield Public Schools must be fingerprinted and submit to a police and FBI criminal history check.

1. Fingerprinting will be done by the Ridgefield Public Schools at our office on 70 Prospect Street.
2. Please call Pat Roche, Personnel Secretary 203-431-2800 x2003, to set up an appointment for fingerprinting.
3. At the time of your appointment you will be required to fill out the necessary paperwork. You must present a driver's license (as a photo ID), and a social security card for payroll. Please bring a personal check or cash.

The check will need to be completed as follows:

Made payable to **"Town of Ridgefield"** in the amount of **\$ 20**

APPOINTMENT: **DATE** _____ **TIME:** _____