

RECORD CHECK AUTHORIZATION FOR MULTI-SITE CHILD CARE PROGRAMS

Print the name of the child care program exactly as it appears on the License Certificate:

(Certificate Number)	(Name of the program on the License Certificate)	(Town of Program)	(*Position Held)	____/____/____ (Employment Start Date)
(Certificate Number)	(Name of the program on the License Certificate)	(Town of Program)	(*Position Held)	____/____/____ (Employment Start Date)
(Certificate Number)	(Name of the program on the License Certificate)	(Town of Program)	(*Position Held)	____/____/____ (Employment Start Date)
(Certificate Number)	(Name of the program on the License Certificate)	(Town of Program)	(*Position Held)	____/____/____ (Employment Start Date)

***Use the list provided below to identify the appropriate position held at each program location.**

(See licensing regulations if you need additional help to determine which position applies)

- | | | | |
|---------------------------------------|--------------------------|------------------|------------------------|
| Director | Licensee/Owner | Teacher | Teacher Associate |
| Assistant | Trainee | Aide | Substitute |
| Business Manager | AS Program Administrator | AS Program Staff | AS Activity Specialist |
| Non-Parent Volunteer | Auxiliary Staff | Partner Staff | |
| AS Youth Volunteer/Leader in Training | | | |

Print: _____
(Last Name)
(First Name)
(Middle Name)

Print maiden name and all other names used: _____

Social Security #: _____ Date of Birth: ____/____/____ Age: _____
Optional

Place of Birth: _____ Male Female
(Town) (State)

Have you been employed in child care in the state of Vermont within the past 180 days? Yes No

If yes, where? _____ Date left: ____/____/____

Personal Contact Number: _____ All States lived in the last 5 years: _____

Mailing Address: _____
(Street, Road, or PO Box)
(City/Town)
(State)
(Zip code)

Email: _____

Have you ever been convicted or found by a court to have committed a felony, a fraud, a crime of violence or unlawful sexual activity and/or had abuse or neglect substantiated against you? Yes No

If YES, give conviction description: (attach additional sheets as needed) _____

I authorize the Department for Children and Families to perform an investigation, and examine records including, but not limited to, the abuse and neglect records maintained by the Department for Children and Families and the Adult Abuse Registry, and criminal records maintained by the Vermont Crime Information Center. Furthermore, I understand my information will be added to VCIC subscription service. I understand that I have the right to appeal the accuracy of any information obtained from the Vermont Crime Information Center by writing to: Vermont Crime Information Center, Department of Public Safety, 45 State Drive, Waterbury, VT 05671-1300

Signature: _____ **Date:** _____

INCOMPLETE FORMS WILL BE REJECTED

Keep a copy for your record.

Child Development Division
 NOB 1 North - 280 State Drive
 Waterbury, Vermont 05671-1040

