

**PROCEDURES AND PAPERWORK FOR:**

- NEW HIRES
- SUBSTITUTES
- STUDENT TEACHERS
- INTERNS
- INDEPENDENT CONTRACTORS
- BUS DRIVERS
- CAB DRIVERS

The above applicants must report to CSSU Central Office, 5420 Shelburne Road, Shelburne, VT 05482 to complete their paperwork. Central Office personnel will be available to assist with paperwork at the following times (these are also the hours on Monday and Thursday that the Shelburne Police Department, located in the same building, offers fingerprinting services).

- Monday mornings (8am-12pm) or
  - Thursday afternoons (12pm-3pm) or
  - By appointment, please call 802-383-1231
- While at Central Office, the applicant will:
    - Complete *employment paperwork*
    - Complete (using your full name) the *Agency of Human Services Consent for Release of Registry Information form – Form C*
    - Complete the Fingerprint Authorization Certificate (FAC). The FAC will be given to the applicant upon payment to CSSU of the \$16.50 Criminal Record Check fee. The FAC is required at the Police Station in order to have fingerprints taken. In addition, the police department will require a check for \$25.00 for the fingerprinting
    - Provide Passport or two (2) other forms of ID (valid driver's license, social security card, birth certificate, etc.)
    - New hires will need to meet with the Human Resources Dept. for benefits counseling and must schedule an appointment by calling the Payroll/Benefits Coordinator at 802-383-1222.

**Note:** Substitute applicants will be added to the district Sub List only when the online searches are successfully completed, indicating they are cleared to work. School designated employees have access to and monitor the Sub List for all applicants' clearances.

**Note:** Bus & Cab Drivers will be required to complete an additional form from the DMV, and provide CSSU with a check made out to the VT Dept. of Motor Vehicles for \$13.00.