



FINGERPRINT REFERRAL FORM

GENERAL INSTRUCTIONS: Please print all information clearly on the form. Section I (Certification Referring Official) must be completed by the appropriate office. Section II (Background Questions) must be completed by the applicant. Section III (Employment Eligibility Verification) will be completed by the Office of Personnel Investigation.

OFFICE USE ONLY	
I-9 CODE	ORG. CODE
Y <input type="checkbox"/>	<input type="text"/> <input type="text"/>
R <input type="checkbox"/>	EXP. DATE ____/____/____
A <input type="checkbox"/>	EXP. DATE ____/____/____

PLACE OF BIRTH _____

HEIGHT _____ / _____
FEET INCHES

WEIGHT _____

HAIR COLOR _____

EYE COLOR _____

SECTION I: BACKGROUND INVESTIGATION IN THE TITLE OF _____

Signature of Referring Official _____ Office/District _____ Telephone Number _____

SECTION II: BACKGROUND QUESTIONS

TODAY'S DATE: / /

Month Day Year

SOCIAL SECURITY NUMBER: - -

LAST NAME FIRST NAME M.I.

Month Day Year Male Female

OTHER OR MAIDEN NAME DATE OF BIRTH PLEASE (✓) ONE

CHECK THE BOX BELOW WHICH BEST DESCRIBES YOU:

- 1. AMERICAN INDIAN/ALASKAN NATIVES
- 2. ASIAN: INCLUDES ASIAN INDIANS, CHINESE, JAPANESE, KOREANS, FILIPINOS, INDONESIAIS, AND POLYNESIANS
- 3. BLACK (Not of Hispanic Origin)
- 4. HISPANIC
- 5. WHITE (Not of Hispanic Origin)

STREET ADDRESS APT. NUMBER

CITY STATE ZIP CODE

- -

(AREA) TELEPHONE NUMBER FILE NUMBER (IF ANY)

E-MAIL ADDRESS _____

Answer “YES” or “NO” to the following questions. If your answer to any of these questions is “YES”, explain, giving details, in the space provided below. You must answer these questions truthfully even though you may have disclosed the same information to the Department of Education or another agency on a previous occasion. Please be advised that if you answer “NO” to question #1 and your fingerprint results disclose a conviction record, your application will be denied. Please sign your name at the end of this section.

		YES	NO
1.	Have you ever been convicted of or pled “GUILTY” or pled “NO CONTEST” to any offense in this state or elsewhere? (i.e. Felonies, Misdemeanors and Violations, except minor traffic infractions.)		
2.	Are any criminal charges currently pending against you in this state or elsewhere?		
3.	Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action?		
4.	Has a Family Court ever rendered a finding indicating you have abused or neglected a child? If so, explain below the date and nature of the finding, which court, and the name of the judge.		
5.	Have you ever had any professional certificate or license denied, revoked, or suspended?		
6.	Have you ever been discharged or required to resign from any position for reasons other than a layoff due to reduction in the work force?		
7a.	Have charges ever been preferred against you by an employer?		
7b.	Were you found guilty of the charges?		
8.	Have you ever resigned as an alternative to facing charges or dismissal?		
9.	Have you ever been disqualified for employment in any civil service position?		
10.	Have you ever had a teaching license or certificate denied, revoked, or suspended by the Board of Examiners or Department of Education because of unsatisfactory service or criminal record?		
11.	Have you ever received an unsatisfactory rating in conjunction with any pedagogical employment?		
12.	Have you ever been discontinued from probationary service or denied tenure as a pedagogical?		
13.	Did you ever receive a discharge from military service, which was issued under other than honorable circumstances?		
14a.	Are you now, or were you ever employed by the NYC Department of Education? If yes, indicate dates _____.		
14b.	Were you ever fingerprinted by the NYC Department of Education?		

Explanation: _____

Falsifying an employment application is a punishable offense under the Penal Law of New York State.

 Signature of person being fingerprinted

 Today's Date

SECTION III: EMPLOYMENT ELIGIBILITY VERIFICATION

COMPLETE EXEMPT

 Signature of Examiner

 Signature of Fingerprint Technician