

Park Ridge Board of Education

INSTRUCTIONS FOR COMPLETING AND PROCESSING NJ Sexual Misconduct/Child Abuse Disclosure Release

As the applicant, you must submit this form for (1) *all* current employers and (2) all former employers within the last 20 years that were school entities or where you were employed in a position that involved direct contact with children. As the applicant, you will submit completed copies of this form to the Park Ridge Board of Education. We will then submit this form to each of the current or former employers for completion of Section 2.

Instructions:

- You must complete the information immediately below the gray highlighted area on page 1 of the form as well as Section 1 of the form which is at the bottom of page 1 and the top of page 2. Please be sure to sign the form on page 2 as well.
- A form must be completed as directed above for each of your current and former employers for the last 20 years that were school entities or where you were employed in a position that involved direct contact with children.
- Current and complete demographic data for former employers will expedite the processing of these forms as well as your application. If you need additional time to obtain the most recent data, please let us know.
- Please return the completed/signed form to the PRBOE HR office so that we may forward them to your current and/or former employers for completion. As a hiring entity, we may not employ an applicant who does not provide the required information for a position involving regular contact with students.