

HERTFORD COUNTY PUBLIC SCHOOLS

Conditions of Employment

Fingerprinting

All newly hired employees are required to be fingerprinted within **30 days** after employment. I understand that it is my responsibility to report to the Sheriff's Department to have this procedure completed at the time scheduled by Human Resource Services.

Health Certificate

Health Certificates are required before beginning work; however, a completed certificate should be submitted to Human Resource Services no later than **30 days** after employment. The certificate should be current within one year.

Licensure Paperwork

It is extremely important that all licensure paperwork be submitted to the Department of Public Instruction in a timely manner. All licensure forms and processing fee (check or money order) should be completed in Human Resource Services within **30 days** after employment.

I understand the conditions above and understand that failure to comply with these conditions may result in my payroll check being withheld.

Name

Date