

YMCA of South Florida – Rehire Checklist

Employee Name: _____ Position: _____
(Please Print)

Family Center/ Site: _____ Phone Number: _____

Last Day Worked: _____ Rehire Date (Start Date): _____

Eligibility for Rehire:

- **Employed by the YMCA within the last 3 months.** Once an individual has been gone for longer than 90 days, they are considered a new hire.

Rehire Process: Prior to an employee being able to start to work, the following steps must take place:

1.	Verify that the candidate is eligible to be rehired by emailing Human Resources at humanresources@ymcasouthflorida.org . This step must happen prior to the candidate being reconsidered. Please complete the following: Eligible for rehire per _____ on _____. HR Team Member Name _____ Date _____
2.	Have candidate complete and sign the documents included in the Rehire Packet as listed below.
3.	Hiring Manager reviews all paperwork for accuracy, obtains the required signatures, scans completed documentation into one packet and emails the packet to the HR Department at humanresources@ymcasouthflorida.org with the subject line “Rehire – Name – Family Center”.
4.	Hiring Manager communicates to the new hire the official start date to begin working once the supervisor has received the “Cleared to work” from the Human Resources Department.

Rehire Packet – Required Documents

	✓	Form
1.		Completed and Signed Personnel Action Form (PAF)
2.		Job Description with updated signature
3.		Employee Information Form
4.		Code of Conduct for Staff Members and Volunteers Acknowledgment Form
5.		Child Abuse & Neglect Reporting Requirements Form
Required for Preschool, Upper Keys, and / or Youth Development Staff		
6.		ELC-Child Abuse & Neglect Reporting Requirements Form
7.		Child Care Attestation of Good Moral Character
8.		Copy of Active School Badge if not uploaded in UltiPro (Youth Development only)
9.		Copy of Medical #8 / Physician Statement of Good Health Form (YD Broward only)

Optional Information (For Hiring Manager Reference Only):

Safety Training Renewal Dates Confirmed: ☐ Yes Valid through: _____

School Badge Active: Valid through: _____

Medical #8 Current: ☐ Yes Valid through: _____

UltiPro Reset Needed: ☐ Yes No ☐

Shirt Size: _____

Reviewed by: _____
Hiring Manager (Please Print) Signature _____ Date _____

Executive Director (Please Print) Signature _____ Date _____

YMCA of South Florida

Employee Information Form

Please complete the information below to ensure the information in UltiPro is accurate.

First Name

Middle Name

Last Name

Street Address

Apt. #

City

State

Zip

Home Phone Number

Cell Phone Number

Primary Email Address

In Case of Emergency:

Emergency Contact Name

Emergency Contact Number

Relationship

Direct Deposit Notice:

Existing bank account information for the direct deposit of your paycheck will be reactivated. Please log on and make any necessary changes during your first week back at work.

Employee Signature

Date

YMCA of South Florida

Code of Conduct for Staff Members and Volunteers

This code of conduct is a guideline for YMCA staff and volunteers. It is the responsibility of all staff and volunteers to follow and enforce the behaviors expected in order to protect themselves as well as the members of the YMCA. Staff and volunteers are also responsible for following YMCA policies and procedures as detailed in the Staff Handbook, as well as those guidelines specific to their location and position. A violation of this code of conduct or YMCA policies and procedures may place a staff member into the progressive discipline process or may be grounds for immediate suspension or dismissal.

Personal Conduct and Values

- Staff and volunteers shall respond to members, guests and colleagues in a caring, respectful manner and treat everyone equally regardless of gender; race, color, ethnicity or culture; orientation; religion; educational, economic, marital or veteran status; or disability.
- Staff and volunteers will serve as positive role models by exemplifying the values of caring, honesty, respect and responsibility in all relationships.
- Staff and volunteers working with children are expected to establish and maintain good relations with parents, children, co-workers, and school faculty. Staff and volunteers are to act in a manner, which is courteous, enthusiastic, and reflective of an attitude of concern for the welfare of all Y participants. Staff members and volunteers are responsible for interceding if they observe behavior that could pose a mental or physical risk to a child or other staff member.
- Staff and volunteers must dress professionally and appear clean, neat and appropriately attired. Staff should refer to the Staff Handbook for any specific dress code standards.
- Acts or threats of physical violence will not be tolerated and will result in disciplinary action up to and including termination.
- Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- Smoking is prohibited in YMCA buildings or property and use of tobacco in the presence of children or parents during working hours is prohibited. Speak to your supervisor for information regarding any designated smoking areas.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life is prohibited.
- Adult conversations should not take place in front of children.
- Use of cell phones, YMCA phones or computers for personal business during work hours is strictly prohibited while employees are engaged in supervision of members, staff or volunteers in programs, activities and/or meetings. Excessive or unreasonable use of cell phones, YMCA phones or computers for personal business during work hours may be grounds for disciplinary action.

- To protect the personal privacy of members, participants, staff and volunteers, the use of cell phones, cameras, PDAs or any electronic photographic device is strictly prohibited in specified locations of YMCA buildings and program sites. The specified locations include but are not limited to all restrooms, locker rooms, changing areas and drying areas.
- The exchange of personal phone numbers or emails with any "Campers", "Program Participants" or "Members" of the YMCA of South Florida is strictly prohibited.
- Social media is an everyday part of life for many staff members at the Y. As such, staff members should be mindful of the Y's values and ethics when participating in social media. Staff members are personally responsible for what he or she posts. Anything posted could remain public forever, even if one tries to change or remove it later.
- Posting YMCA of South Florida information and participant pictures on your personal social media page is prohibited. Staff members and volunteers are prohibited from uploading any material (videos, photos, music, etc) of "Campers", "Program Participants" or "Members" or any material that identifies the YMCA of South Florida.
- Staff and Volunteers are not to accept "Program participants, members, students or campers who are minors" as "Friends" on their personal social media. Any and all inappropriate internet use of the YMCA of South Florida must be reported to your supervisor.
- In accessing any social media site, staff members should review the site's Privacy Policy and familiarize themselves with how the site uses information. If staff does not want its information to be publicly available, it should not be posted online. This includes all personal information such as birth date, contact information, and personal pictures. The Y is not responsible for any errors or damages a member of its staff may cause or be subject to due to his or her postings.
- The use of social media may not interfere with a staff member's work or the work of other staff members and may not interfere with the Association's operations. For more details on the YMCA's Social Media Policy, please refer to the YMCA of South Florida Staff Handbook.
- Staff and volunteers are not permitted to eat while supervising children unless there is a scheduled activity that includes the children. This may vary when working in summer camp and preschool programs.
- Staff and volunteers are not permitted to bring friends and visitors to their site during work hours.
- At no time may a staff member, through any action, inaction or relationship, bring the mission, goals or community standing of the YMCA into question.
- Staff and volunteers are prohibited from representing themselves as agents of the Y during activities outside the YMCA scheduled program. Staff and volunteers are prohibited from speaking with the media.
- Staff and volunteers must notify the YMCA of South Florida within 48 hours of an arrest and / or conviction of a crime.
- If you believe in good faith that you have experience any job-related or volunteer-related discrimination, harassment or in appropriate behavior by staff member, member, participants,

vendor or any other person, you must promptly report the incident as soon as possible to your Department Head, Risk Management Director and / or Vice President of Human Resources.

Supervision of Participants, Members and Guests

- All staff and volunteers are expected to follow and enforce all safety rules and guidelines especially with respect to supervision of activities, teacher/student ratios, equipment use, etc. Incidents and accidents must be reported immediately to you supervisor or director in charge.
- Staff and volunteers must know and enforce emergency procedures in accordance with the local plan. In the event of an emergency, all staff should assist members, guests and colleagues.
- Staff and volunteers are to keep program areas clean and unobstructed to promote a safe environment.
- Staff and volunteers should ensure the safety of children by prohibiting running (except during appropriate sports activities), climbing on furniture, excessive yelling, overactive play and horseplay.
- Staff and volunteers are to function in the role of coach and teacher. They are not to actively participate in physical activities. They should not replace a child as a team member in sports activities.
- Attendance must be taken within the first 5 minutes of the program and all absences are to be reported to the supervisor immediately following taking attendance.
- Children must be signed out daily by an authorized parent or guardian. Under no circumstances should staff or volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian on the registration form. If a person you do not know asks to take home a child, check to see if they are on the registration form and ask them for identification. If they are not on the registration form, refer them to the supervisor.
- In order to protect YMCA staff, volunteers and program participants, staff and volunteers are to refrain from being alone with a single child (where they cannot be observed by others while conducting YMCA programs). As staff supervise children, they should space themselves in a way that other staff can see them.
- Staff and volunteers should never leave a child unsupervised.
- Restroom/Locker Room Supervision:
 - In early childhood programs, the staff or volunteer accompany children to the restrooms.
 - Staff and volunteers are to ensure that restrooms or locker rooms are not occupied by suspicious or unknown individuals before allowing children to use the facilities.
 - After scanning the bathroom, staff and volunteers will stand in the doorway, holding the door at least partially open, while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the stall must remain open.

- At no time is a staff person, volunteer, or participant ever alone with a single child, teen, or vulnerable adult where others cannot observe him or her.
- No child, regardless of age, should ever enter a bathroom alone on a field trip or other off-site locations. Follow the rule of three, which means that two children and an adult or three children go to the restroom together. For any location, on-site or off-site, staff must check the bathrooms first to make sure they are safe.
- If three children are sent to the restroom, try to send children of similar age and similar demeanor. (I.e. do not send an older child with a young and / or vulnerable child.)
- To minimize the disruption of supervision, children should be encouraged as a group to try to use the restroom at appropriate times – before they go outside, before a bus ride, before a long hike, or arrival at a field trip location, etc.
- Staff and Volunteers should be aware of the length of time children are in the restroom. If the time seems excessive, they must take action.
- Staff should conduct or supervise private activities in groups of individuals, i.e. diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others. At no time should children see staff unclothed.
- Staff may not date program participants under the age of 18. Relationships between staff and participants that are of an appropriate age are not encouraged due to the "teacher/student relationship" that exists in many YMCA programs.
- Staff and volunteers will refrain from intimate displays of affection towards others while at work.
- Staff and volunteers will respect children's right to not be touched in ways that make them feel uncomfortable, and their right to say "No". Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
- Staff are not to transport children in their own vehicle.
- Staff may not single out children for favored attention and may not give gifts to youth or their parents.
- Staff may not be alone with children they meet in YMCA programs outside the Y. This includes babysitting, sleepovers, and inviting children to your home.
- Children not enrolled in the Y are not to participate in any Y activities or programs.

Discipline of Participants, Members and Guests

- Staff must immediately report violations of the Member Conduct Policy to their supervisor or designated staff. Hostile, abusive or threatening members or guests will not be tolerated and the YMCA reserves the right to remove, suspend or terminate members per its policies and procedures.
- Staff shall not abuse participants, members or guests in any of the following ways:
 - Physical Abuse – strike, spank, shake, pinch, slap or physical restraint.
 - In the case, a participant is a flight risk or tends to wanders off, staff will notify

supervisor and follow policies and procedures. (Know Triggers, Secure Site, Communication / Behavior Strategies, Expectations)

- Verbal Abuse – humiliate, degrade, or threaten or be subject to profane language
 - Sexual Abuse – inappropriate touching or verbal exchange
 - Mental Abuse – shaming, withholding love, food, rest, use of the toilet, or cruelty
 - Neglect Abuse – withholding food, water, medical or legal help, basic care, etc.
 - No child shall be punished for failure to eat or sleep, or for toileting accidents.
- Staff must use positive techniques of guidance including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Staff and volunteers shall abstain from humiliation and frightening discipline techniques. If other techniques of guidance have not worked, time out is the only form of discipline permitted at the Y. Children placed in time out must be sitting down, facing the group, and must not be in time out for more than one minute times their age or a maximum of 5 minutes. Physical restraints are only to be used to prevent bodily harm to the child, staff or other program participants. Any incident where a restraint is necessary must be documented by the staff and reported immediately to their supervisor and / or Program Director.
 - In accordance with Florida laws, Staff and volunteers must report suspected child abuse and / or neglect therefore, staff and volunteers should note any obvious signs of illness or injury and address appropriate questions to the parents in a nonthreatening manner. Any questionable marks on the child, ongoing untreated illness or questionable response from the parents must be documented and brought to the immediate attention of your supervisor and the Risk Management Department.
 - In the case of suspected child abuse and / or neglect is made, staff and / or volunteers will cooperate fully with any investigation. Failure to cooperate will be grounds for termination.
 - Staff shall follow all State and Federal laws and/or regulations, as well as any licensing standards.

Attendance

- Staff and volunteers are expected to work their assigned schedule unless their supervisor approves changes.
- Staff must notify a supervisor a minimum of 2 hours prior to start of a scheduled shift or training if unable to fulfill their scheduled obligation.
- Time off must be requested and approved in advance through Ultipro except in the case of an emergency or illness. In the event of an emergency or illness, the staff member must contact their supervisor as soon as possible. Please refer to the Staff Handbook for specific procedures.
- Excessive absences will result in disciplinary action. Three consecutive absences without notice or authorization is considered a "voluntary resignation".

YMCA of South Florida
Code of Conduct for Staff Members and Volunteers
Acknowledgement Form

By accepting employment with the YMCA, staff members and volunteers have a responsibility to the YMCA, to their fellow staff members and volunteers to adhere to certain rules of behavior and conduct. The YMCA expects all staff members and volunteers to act in a professional and responsible way at all times. The purpose of these rules is to ensure that all staff members and volunteers understand what conduct is expected.

I hereby acknowledge receipt of the YMCA of South Florida ("YMCA") Code of Conduct for Staff Members and Volunteers.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY to read and abide by the policies and procedures within the Code of Conduct for Staff Members and Volunteers.

Staff Signature: _____

Staff Name: _____
(Please print)

Date: _____



Child Abuse & Neglect Reporting Requirements

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes (F.S.).

- * Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. "Child Abuse or Neglect" is defined in s. 39.201, F.S., as "harm or threatened harm" to a child's health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

Categories include:

- Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
 - Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
 - Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)
- * Reports must be made immediately to the Florida Abuse Hotline Information System by
 - Telephone at 1-800-96-ABUSE (1-800-962-2873), or
 - Fax at 1-800-914-0004, or
 - Online at <http://www.dcf.state.fl.us/abuse/report/>.
 - * Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of the standards in ss. 402.301-319, F.S. and is a felony of the third degree. **Remember**, it is each child care personnel's responsibility to report suspected abuse and/or neglect.
 - * All reports are confidential. However, persons who are mandated reporters (child care personnel) are required to give their name when making a report.
 - * It is important to give as much identifying and factual information as possible when making a report.
 - * Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S.
 - * For more information about child abuse and neglect, visit the Department's website at www.myflfamilies.com/childcare and select "Training & Credentialing." The Department offers a 4-hour *Identifying and Reporting Child Abuse and Neglect* course for child care providers. This course is an overview of the various types of abuse and neglect, indicators that may be observed, the legal responsibility of mandatory reporters, and the proper procedure for reporting abuse and neglect, as required by ss. 402.305(2) and 402.313(1), F.S. The course is offered both online and instructor-based throughout Florida.

This statement is to verify that on _____, 20____, I, _____
Date Print Name of Employee

Read and understood the information and my mandated reporting requirements.

Signature of Employee (for facility or large family child care home)

Signature of Operator



CHILD ABUSE & NEGLECT REPORTING REQUIREMENTS School Readiness Program

All school readiness program personnel are mandated by law to report their knowledge or suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201, Florida Statutes (F.S.).

- * School readiness program personnel must be alert to the physical and behavioral indicators of child abuse and neglect. "Child Abuse or Neglect" is defined in s. 39.01, F.S., as "any willful or threatened harm" to a child's health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

Categories include:

- Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
 - Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
 - Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)
- * Reports must be made immediately to the Florida Abuse Hotline Information System by
 - Telephone at 1-800-96-ABUSE (1-800-962-2873), or
 - Fax at 1-800-914-0004, or
 - Online at <http://www.dcf.state.fl.us/abuse/report>.
 - * Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of school readiness program standards, and is a felony of the third degree. **Remember**, it is each program personnel's responsibility to report suspected abuse and/or neglect.
 - * All reports are confidential. However, persons who are mandated reporters (including all school readiness program personnel) are required to give their name when making a report.
 - * It is important to give as much identifying and factual information as possible when making a report.
 - * Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S.
 - * For more information about child abuse and neglect, visit the Department of Children and Families' website at www.myflfamilies.com/childcare and select "Training Requirements." The Department offers a 4-hour Identifying and Reporting Child Abuse and Neglect course for child care providers. This course is an overview of the various types of abuse and neglect, indicators that may be observed, the legal responsibility of mandatory reporters, and the proper procedure for reporting abuse and neglect, as required by ss. 402.305(2) and 402.313(1), F.S. The course is offered both online and instructor- based throughout Florida.

This statement is to verify that on _____, 20____, I, _____,
Date Print Name of Employee
have read and fully understand the information and my mandated reporting responsibility and requirements.

Signature of Employee (for facility or large family child care home)

Signature of Operator



CHILD CARE ATTESTATION OF GOOD MORAL CHARACTER

State of Florida

County of Miami Dade

I, _____ who, as an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with YMCA of South Florida, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by Chapter 435 Florida Statutes in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

Section 39.205	failure to report child abuse, abandonment, or neglect
Section 393.135	sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
Section 394.4593	sexual misconduct with certain mental health patients and reporting of such sexual misconduct
Section 414.39	fraud, if the offense was a felony
Section 415.111	adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
Section 741.28	criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
Section 777.04	attempts, solicitation, and conspiracy
Section 782.04	murder
Section 782.07	manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
Section 782.071	vehicular homicide
Section 782.09	killing an unborn quick child by injury to the mother
Chapter 784	assault, battery, and culpable negligence, if the offense was a felony
Section 784.011	assault, if the victim of offense was a minor
Section 784.03	battery, if the victim of offense was a minor
Section 787.01	kidnapping
Section 787.02	false imprisonment
Section 787.025	luring or enticing a child
Section 787.04(2)	taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
Section 787.04(3)	carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
Section 787.06	human trafficking
Section 787.07	human smuggling
Section 790.115(1)	exhibiting firearms or weapons within 1,000 feet of a school
Section 790.115(2) (b)	possessing an electric weapon or device, destructive device, or other weapon on school property
Section 794.011	sexual battery
Former Section 794.041	prohibited acts of persons in familial or custodial authority
Section 794.05	unlawful sexual activity with certain minors
Chapter 796	prostitution
Section 798.02	lewd and lascivious behavior
Chapter 800	lewdness and indecent exposure
Section 806.01	arson
Section 810.02	burglary
Section 810.14	voyeurism, if the offense is a felony
Section 810.145	video voyeurism, if the offense is a felony
Chapter 812	theft and/or robbery and related crimes, if a felony offense
Section 817.563	fraudulent sale of controlled substances, if the offense was a felony
Section 825.102	abuse, aggravated abuse, or neglect of an elderly person or disabled adult
Section 825.1025	lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
Section 825.103	exploitation of disabled adults or elderly persons, if the offense was a felony
Section 826.04	incest
Section 827.03	child abuse, aggravated child abuse, or neglect of a child
Section 827.04	contributing to the delinquency or dependency of a child
Former Section 827.05	negligent treatment of children
Section 827.071	sexual performance by a child
Section 831.311	unlawful sale, manufacture, alteration, delivery, uttering, or possession of counterfeit-resistant prescription blanks for controlled substances
Section 836.10	written or electronic threats to kill, do bodily injury, or conduct a mass shooting or an act of terrorism

Section 843.01	resisting arrest with violence
Section 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	aiding in an escape
Section 843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter 847	obscene literature
Section 859.01	poisoning food or water
Section 873.01	prohibition on the purchase or sale of human organs and tissue
Section 874.05	encouraging or recruiting another to join a criminal gang
Chapter 893	drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075	sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40	escape
Section 944.46	harboring, concealing, or aiding an escaped prisoner
Section 944.47	introduction of contraband into a correctional facility
Section 985.701	sexual misconduct in juvenile justice programs
Section 985.711	contraband introduced into detention facilities

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at YMCA of South Florida in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses**. I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE: _____ Date: _____

Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE: _____ Date: _____

In Witness Whereof, Employee has attested to Good Moral Character on this date _____.

SIGNATURE of Owner/Director: _____