



Susan Micolo

Director of Human Resources and Administrative Services

AFFIDAVIT

STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

1. I am an applicant for a position as a _____ at Putnam/
Northern Westchester BOCES. I make the following representations as an inducement to the District
to consider my employment application.
2. I have been advised, and understand, that New York State Law requires, as part of the application
process for this position, that I receive clearance for employment from the New York State Education
Department.
3. I have also been advised, and further understand, the New York State Law requires, that, as part of
the clearance process, and as a condition of my employment by the BOCES, I be fingerprinted for
purposes of a criminal history check by authorized personnel of a designated fingerprinting entity.
4. I hereby represent to the Putnam/Northern Westchester BOCES that I have already caused my
consent form, fingerprint cards, and the requisite fee to be forwarded to the New York State
Department of Education as part of the clearance process.
5. I hereby further represent to the Putnam/Northern Westchester BOCES that, to the best of my
knowledge, the criminal history check will indicate that (check one or more):
 A. I have no pending criminal charges or criminal convictions in any jurisdiction.
 B. I have been convicted of a crime.
 C. I have a pending criminal charge.
6. If my answer to 5B and/or 5C is in the affirmative, I hereby provide the following details explaining my
answer (include, at a minimum, the date(s) of your conviction(s) and/or charge(s), for what crime(s)
you were convicted or charged, the jurisdiction(s) by which you were convicted or charged, and
whether you have been issued a certificate of relief from disabilities or a certificate of good conduct
with regard to any of the conviction(s).

- 7. I understand that my completion and submission of this Affidavit is just one part of the employment application process. I further understand that even if the results of my fingerprint check confirm my representations contained in this Affidavit, the BOCES has no obligation to employ me.
- 8. I understand that if BOCES does not receive full fingerprint clearance within 60 days from the date I am fingerprinted, the Director of Human Resources and Administrative Services will contact the New York State Education Department to determine the status of the clearance. If the delay is the result of an investigation being conducted into my background, the Director of Human Resources and Administrative Services will interview me about the particular circumstances. If I do not provide an adequate explanation or if I share information that is contradictory to what is stated on my employment application, the BOCES may immediately terminate my employment. If full clearance is not received in a reasonable period of time, the District Superintendent may recommend that the Board terminate my employment.
- 9. I certify that my statements in this Affidavit and in any explanatory enclosures are, to the best of my knowledge and belief, true and correct, and that any omission and/or misstatement of any material fact(s) may be cause for the BOCES to (a) refuse to hire me, (b) revoke an offer of conditional employment, and/or (c) terminate me if I have been hired.

Date: _____

Signature

Print Name

Social Security Number

Home Address

Home City, State, Zip

Home Telephone

Date of Birth

If you are working for a Company, enter
Company Name

Sworn to before me this _____ day of

_____, 200__.

Notary Public