



Baltimore City Public Schools
Department of Human Resources
Office Of Employment Orientation and Pre-Employment
200 E North Ave Room 110
Baltimore, MD 21202
Phone 410.396.8731 Fax 410.545.0897



FINGERPRINTING PROCESS

NOTE: ALL NEW HIRES MUST BE FINGERPRINTED BEFORE BEGINNING EMPLOYMENT

Employee's Name (Last, First, MI, Maiden)				Social Security Number	
Address (Street, City, State, ZIP)				Telephone Number []	
Date of Birth (00/00/0000)	Place of Birth (City, State, Country)	Height (Ft/In)	Weight (Lbs)	Eyes (Color)	Hair (Color)
Race	Sex	State ID or Driver's License Number			
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow <input type="checkbox"/> Domestic Partnership					

☐ Yes ☐ No Have you ever been fingerprinted for child care? If yes, date _____

☐ Yes ☐ No Have you ever been convicted of a crime? If yes, please explain _____

Position Applied for _____

Organization _____

Location _____

Employee Signature _____ Date _____ Time _____

Human Resources Approval _____ Date _____

SCHOOL POLICE USE ONLY

Authorized Signature _____ Date _____