



Dear Applicant:

Thank you for applying for employment with one of our private schools in Hawaii.

As you may be aware, to ensure the safety and welfare of children, schools are required to conduct criminal background checks on its employees for the purpose of determining whether the applicant is suitable to work in close proximity to children.

The Hawaii Council of Private Schools (HCPS) is an association of private schools in Hawaii. To reduce costs and administrative burden to its members, HCPS has elected to be a central clearinghouse, assisting schools in verifying the suitability of employment of its applicants, and working with federal and state agencies to obtain criminal history records on individuals who apply for employment with private schools in Hawaii.

Enclosed you will find the "Request for Criminal History Record Clearance" to review and complete. Individuals who have been convicted of a crime for which incarceration was a sentencing option must also complete "Form A: Record of Criminal Cases." Individuals who have served or who are serving in the armed forces must also complete "Form B: Military Service." In addition, all applicants must be fingerprinted to assist in completion of a criminal history record check. See the instructions provided on the following page for more details.

Although we understand that you may be hesitant to provide the information requested in this application, the state has determined that the safety of students is a compelling reason to *require* you to provide this information. As such, applicants are *required by state law* to provide all information requested, and the law *prohibits* schools from hiring individuals who do not complete the attached forms. Rest assured that the information that you provide on these forms is subject to strict privacy regulations developed by the state and by HCPS.

You will need to mail or bring the completed forms and fingerprint cards to HCPS, 1585 Kapiolani Blvd, Suite 1212, Honolulu HI 96814, along with payment of the \$60 fee for the criminal history report, plus \$3 for each school after the first at which you have an application pending. Thus, if you are applying to one school, you would pay \$60, \$63 for two schools, and so on. Individuals who are being fingerprinted at the HCPS office should also bring payment for the \$15 fingerprint fee. Payment may be made in cash, check, or money order. Checks should be made payable to the Hawaii Council of Private Schools. Returned checks will be subject to a fee, and criminal history record check processing cannot proceed until complete payment has been made.

Should you have any questions, please do not hesitate to contact Myrna Medeiros at (808) 973-1534.