

MILFORD PUBLIC SCHOOLS

Food Services Department * 70 West River Street * Milford, CT * 06460 * 203-783-3495

A Federal and State mandate along with Milford Board of Education policy requires that, upon employment with the Milford Board of Education, you must complete the following procedures:

- _____ I have been hired as a substitute or permanent part-time employee and am required to comply with #1, #2, and #3.
- _____ I have been changed from permanent part-time to a permanent full-time employee and need to only to comply with #4 and #5.
- _____ I have been hired as a permanent full-time employee and am required to comply with #1, #2, #3, #4 and #5.

1. Provide two forms of identification:

Send or bring to Food Services Office – a copy of:

Passport or (2 of 3 listed below)
Driver's License
Social Security Card
Birth Certificate

2. Fingerprinting:

If you have been employed by the Milford Public Schools, in any capacity, you must go to the Human Resources Department of the Milford Public Schools and obtain fingerprint card. Complete instructions will be given to you with the card as to the procedure for getting fingerprinted.

NOTIFY THE FOOD SERVICE DEPARTMENT WITH THE DATE YOU WERE FINGERPRINTED AND RETURNED THE CARD TO THE HUMAN RESOURCES DEPARTMENT.

3. Tuberculosis Testing:

At the time of picking up the fingerprint card, the Human Resources Department will also give you instructions concerning the required tuberculosis testing.

4. Insurance:

You must make an appointment with the Employee Benefits Department to sign required documents for your insurance benefits. Call 203-783-3431.

5. Pension:

You must go to the Food Services Office to sign required documents for pension benefits.

I have read and understand the above requirements and will comply. I also understand that failure to do so may result in suspension without pay.

Name

Date

Any questions concerning the above procedures may be directed to the Food Services Office at 203-783-3490.