



Wilmington Public Schools

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Acknowledgments

Fingerprinting

I hereby acknowledge that I have received information on the fingerprinting requirement. I understand that within 14 days of the start of employment, I am required to either be fingerprinted or request a suitability determination letter be sent to the Human Resources Office from a district you previously worked in.

Acceptable Use Policy

I hereby acknowledge that I have received the following School Committee policy: “Acceptable Use Policy – File IJNDB”. I understand that I am required to read this policy prior to my employment start date. I agree to abide by the provisions of this policy and understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, termination of employment, and criminal prosecution.

Conflict of Interest Law

I hereby acknowledge that I have received information on how to access and review the *Summary of the Conflict of Interest Law for Municipal Employees* and how to complete the Conflict of Interest Law Online Training Program. Within 14 days of the start date of my employment, I understand that I am required to review the *Summary of the Conflict of Interest Law for Municipal Employees*, complete the Conflict of Interest Law Online Training, print the “Certificate of Completion”, and email it to the Human Resources Office.

Civil Rights- Annual State and Federal Mandated Review/Training Information

I hereby acknowledge that I have received information on how to access and review the *Annual State and Federal Mandated Review/Training Information* and the Assessment document. I understand that within 14 days of the start date of employment, I am required to review the *Annual State and Federal Mandated Review/Training Information*, complete the assessment, and send it to the Human Resources Office.

EPIMS Report Form

I hereby acknowledge that I have received information on how to access and complete the *EPIMS Report Form*. I understand that within 14 days of the start date of employment, I am required to complete the *EPIMS Report Form* and send it to Dana Burnham in the OIT Department at WHS.

Application for Employment

I hereby acknowledge that I have received an *Application for Employment*. I understand that within 14 days of the start date of employment, I am required to complete the application and return it to the Human Resources Office.

Signature

Date

Notice of Non-Discrimination

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.