

- o North Middle School 03250305
- o Paper Mill 03250036
- o South Middle School 03250310
- o Southampton Road 03250040
- o Westfield High School 03250505
- o Westfield Vocational Technical High 03250605
- o District 03250000

When you are asked about “Applicant Employer Information” please complete the screen as follows:

Applicant Employer Information

Employer Name Westfield Public Schools		Employer Phone 413-572-6550	
Number 94	Direction ▼	Street Name North Elm Street	Apt/Unit # Suite 101
Country UNITED STATES ▼	Employer City Westfield	Employer State Massachusetts ▼	Employer Zip 01085
Employer Contact Name			
PreFix Ms. ▼	First Name Jennifer	Middle Name 	Last Name Willard
Suffix. ▼			
Occupation Director of Human Resources			

- The fee is **\$55** for staff who hold a position which requires a DESE license and **\$35** for those who hold positions that do not require a DESE license. You can pay with a credit card while online or pay when you arrive to the fingerprint center. (Cash is not accepted)
- Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.

If you are a substitute, bus driver, food service worker or hold any other position where you may also work simultaneously in another public school district, you may select up to 10 other districts where you would like to have your criminal history report sent. You will need to have the Provider ID code to those other districts prior to registering for an appointment. This will require that you call the Human Resources office of those other districts to get their code. The same logic applies to a teacher or administrator who is hired by Westfield who works in another school district, such as a coaching position.

If you have any questions, please feel free to contact Anne Larkham at 413-572-6550.

For more information about the national criminal background checks, you may visit the following websites:

<http://www.mass.gov/eopss/>

Massachusetts Executive Office of Public Safety and Security

<http://www.doe.mass.edu/>

Massachusetts Department of Elementary and Secondary Education