



Employment History Review: House Bill 486

Please read carefully – New in 2020

As a non-public school (with a summer camp) Holton-Arms School is subject to the **MD State Law Educ: House Bill 486 Child Sexual Abuse and Sexual Misconduct Prevention**. Therefore, all Creative Summer and Holton-Arms Employees with contracts beginning after July 1, 2019 must submit the Employment History Review Form with Applicant Certification and Contact information for all current and past employment where you have had contact with minors.

The law requires a county board, nonpublic school, or contracting agency to require an applicant for a position involving direct contact with minors to submit:

- 1) For Employees ages 16 and Older: Review an applicant's employment history by contacting the current employer, all former school employers, and all former employers in which the applicant had direct contact with minors to request dates of employment and answers to the questions posed to applicants in question.
- 2) Request a report from the MSDE regarding whether the applicant holds an active and valid certificate and has ever been the subject of professional discipline related to child sexual abuse or sexual misconduct.

INSTRUCTIONS:

Please fill out the attached Employment History Review Form for **EACH** Employer you have had where you have had contact with minors. One form per employer. If you need more than one form, please download off of the Creative Summer Staff page:

<https://www.holtoncreativesummer.org/about/creative-summer-employment/staff-information>

Please write as neatly as possible All sections required are highlighted in **yellow**.

1. **On Page One:** Please complete the top section with the contact information for each employer where you have had contact with minors - All boxes must be completed in their entirety. Please also fill in the section for Applicant's Name and any former names used.
2. **On Page Two:** Please complete the top section with YOUR information and the information related to your employment.
 - o If you have never had a position where you have had contact with minors, please enter your name on the first line and check the **green box**
3. Next, please answer all seven questions with either Yes or No.
4. Read the Waiver and then Sign and Date.

Please return each completed form to Creative Summer by email at creative.summer@holton-arms.edu and we will contact each employer in Section 1 to respond to their questions on Page 1. Each employer you list then has 20 days to respond.

TIPS:

- We understand that this law is very vague. There are currently no limitations to the amount of time they ask for the forms. Please complete for all positions with interactions with children.
- We also understand that some companies/schools may no longer be in business. Please provide whatever contact information you have/can find.
- If Creative Summer is the only position you have had where you have had contact with minors, check the green box as never having a previous position.
- For County Teachers, please put the County Department of Education HR contact information. You do not need to complete a different one for each school, just each county if you have worked in multiple.
- If babysitting is your only previous employment, it does not count for this form. Check the green box as never having a previous position.