

## DHHS/OFFICE OF LEGAL SERVICES, CHILD CARE LICENSING UNIT

129 PLEASANT STREET, CONCORD, NH 03301  
Telephone 1-800-852-3345 Extension 9025 or 603-271-9025

## STAFF AND HOUSEHOLD MEMBER FORM

Complete this form for ALL new staff or household members ages 10+ upon first day of hire or residence.

**Questions? Call 603-271-9025**

PLEASE TYPE OR PRINT LEGIBLY USING BLACK INK. (PLEASE KEEP A COPY FOR YOUR RECORDS)

PROGRAM NAME, ADDRESS, AND LICENSE NUMBER MUST BE COMPLETE OR THIS FORM WILL NOT BE ACCEPTED.

Program Name _____		License # _____
Mailing Address (PO Box or Street) _____		
City _____	State _____	Zip Code _____

**FOR OFFICE USE ONLY** \_\_\_\_\_ the individual listed on this form is eligible to work/reside at residential child care agencies in the state of New Hampshire.

<b>LAST NAME, (MAIDEN NAME) FIRST NAME, MIDDLE INITIAL</b> <b>YOU MUST INCLUDE MAIDEN NAME, PREVIOUS MARRIED NAME, AND</b> <b><u>ANY/ALL</u> OTHER NAME(S) IF APPLICABLE.</b>	<b>DOB</b> MM/DD/YY	<b>Child Care Eligibility Card # and Expiration Date</b> For Individuals 18+ (if one has been issued)

Today's Date: \_\_\_\_\_ Employee/Household Member Start Date: \_\_\_\_\_

**Household Member** (person, age 10+, who resides at the location where child care is offered but is not an employee or admitted resident)

**Position hired for (using CCLU descriptions and qualifications)**

**Institution:**

- Program Director  
 Direct Care Staff  
 Child Care Assistant  
 Other: \_\_\_\_\_ (cook, office, others in contact with children)

Other than NH, in what states have you lived in the last five years (dates of residence, add additional sheet if necessary):

Dates (From - To)	City and State

Your current mailing address:	Your current physical address (if different):

Previous 6 months NH child care employment (add additional page if necessary):

Dates (start-finish)	Program Name	Town

I hereby swear that:

- a) All information provided above is accurate.  
b) I have not been convicted of a *felony* consisting of murder, child abuse or neglect, crimes against children (including pornography and trafficking), spousal abuse, rape or sexual assault, kidnapping, arson, physical assault or battery, or a drug related offense (in the last 5 years) or convicted of a violent *misdemeanor* committed as an adult against a child including child abuse, child endangerment, sexual assault or child pornography, or a crime which shows that I might be reasonably expected to pose a threat to a child, such as violent crime or sexually related crime against an adult.

CCLU will investigate all criminal records, sex offender registries and abuse and neglect registries and offer opportunity for eligibility. **The crimes listed in b above exclude you from eligibility.** You can challenge all criminal records through either the state police or the FBI.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signed under penalty of unsworn falsification pursuant to NH RSA 641:13*

*Effective: 2020*