

BACKGROUND CHECK POLICY

From the Employee Handbook:

Background Checks/Fingerprinting & Employment Eligibility

DATA shall require background checks, based upon fingerprint identification, for all prospective employees, every 5 years thereafter for continuing employees, and volunteers who may have unsupervised access to students.

Employment is contingent upon the following:

1. Satisfactory post-offer employment background and fingerprinting check and the ability to maintain background check requirements for the job
2. Evidence of eligibility to work in the United States
3. Satisfactory professional reference checks
4. Evidence and confirmation of current educational credentials
5. Confirmation of employment history

Procedures:

Background Checks: Prospective employees shall, as a condition of employment and at their expense, submit to and clear a background check at one of the approved sites for fingerprinting and background checks provided by the Human Resources office. An acceptable background check through the Public Education Department within two years of the date of hire will also fulfill this obligation according to the School Personnel Act.

In addition, all volunteers who may have unsupervised access to students must also clear a background check at one of the approved sites.

Continuing Requirement: Employees must report any known arrest, charge and/or conviction of criminal offense to the CEO and Human Resources as soon as possible after it occurs, as this may affect the employee's ability to meet continued job requirements in one or more aspects.

Evidence of Eligibility to Work: All offers of employment are contingent upon verification of the employee's right to work in the United States. Employees will be asked to provide original documents required by federal law and complete the Federal Form I-9, Employment Eligibility Verification Form, no later than 3 days from the date of hire. If the employee cannot verify the right to work on the United States at any time, DATA may terminate employment.