

CRIMINAL BACKGROUND CHECKS

Background Checks for Staff

The Rib Lake Board of Education requires the administration to complete a criminal background checks prior to making a formal offer to any future candidate, regardless of the category or type of position. The administration shall develop and implement procedures to obtain and review conviction records of persons recommend for employment by the school district. Conviction records will not be used or considered in making employment decisions unless the convictions are substantially related to the circumstances of the particular position.

Background Checks for Volunteers

The Rib Lake Board of Education recognizes that volunteers make many valuable contributions to our schools. The Board endorses a volunteer program in the schools subject to suitable regulations and safeguards. The Board acknowledges that it has a responsibility to make reasonable efforts to provide for the health and safety of all students and staff and therefore a criminal background check will be completed for all volunteers who work at school. The background check will be completed prior to an assignment in the schools.

Procedures

All potential employees (including bus drivers and substitutes) and volunteers will provide the required information on the Background Check Form.

A designated employee conducts the confidential background check through the district approved resource. If a conviction or pending charges are found, a determination will be made whether or not to reject the candidate based upon:

1. The circumstances and nature of the conviction or pending charge, and
2. Whether the circumstances of the conviction or pending charge substantially relate to the nature of the placement.

If further information is needed, the school district may request an additional background check through an outside agency.

If it is determined that a conviction or pending charges do substantially relate to the nature of the placement, a copy of the conviction report will be provided to the volunteer upon request.

REFERENCE: 533.1 Exhibit Background Check Form

FIRST READING: November 13, 2014

APPROVED: December 11, 2014

BACKGROUND CHECK FORM

Name _____
Last First M.I.

Other Name's You Have Worked Under _____

Date of Birth _____

Social Security # _____

Driver's License # _____

Email Address _____

This information will be used to complete a background check for pre-employment, substitute, or volunteer purposes. In the case of a pre-employment review, this does not guarantee that an applicant will be offered a job.

I hereby authorize the Board of Education or designee to make any inquiry of or receive information from any person or organization regarding my suitability for employment or volunteering in the schools; and do hereby give permission to these persons or organizations to provide such information. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications, records or convictions. For and in consideration of the release of such information, I hereby forever waive, release and covenant not to sue any person or organization including the Board of Education, its agents and employees for the result of providing, obtaining, or acting upon such information. I give this waiver, release, and covenant not to sue for myself, my heirs, assigns, and successors in interest forever. I give this waiver, release and covenant not to sue understanding that the information obtained may be such as to disqualify me for employment. I understand that such information is sought with confidentiality, and I will not request copies of such information. I understand that any false statements, incomplete statements, or misrepresentations may subject me to disqualification or dismissal. A copy of this authorization shall be effective as the original.

Acceptance, retention or review of a pre-employment/volunteer background check by the district does not guarantee that an applicant will be offered a job.

Signature of Applicant

Date