

PERSONNEL

Disclosures and Background Checks for Employees

The Director of Human Resources shall develop hiring procedures which include required applicant disclosures, fingerprint criminal records check, sexual misconduct forms, verification of eligibility to work, and orientation to district policies and procedures.

All applications for employment by the district shall require the applicant to state whether he/she has been convicted of any crime against persons. Applicants shall also be required to make disclosures as established by board policy. Determination of whether an applicant is disqualified from employment by the district based upon such disclosures or criminal history shall be made consistent with state and federal laws.

Misstatement, omission, or falsification of information on an employment application shall be considered grounds for termination of employment.

Employees in the Human Resources office are designated to have access to records of arrest and prosecution (RAP sheets). Such information shall be stored in a secure location separate from personnel and applicant files. Dissemination of these records is expressly prohibited.