

CRIMINAL BACKGROUND SEARCH PRIOR TO EMPLOYMENT

Board Policy File: GBD requires a criminal history background search prior to employment in the system. Provisions within the policy allow a person to begin work prior to actual completion of the search under circumstances determined by the Superintendent or the Director of Personnel.

The procedure below should be followed carefully when recommendations are made for employment.

1. Recommended applicants are fingerprinted at each local school/work site
2. Fingerprinting material is submitted with **PERSONNEL ACTION** along with all other supporting documents (See SUBMITTING PERSONNEL ACTIONS, pg. 3)
3. Recommendation and submitted materials are reviewed by Director of Personnel
4. Directors' and Superintendent's signatures will be obtained
5. At the discretion of the Superintendent or Director of Personnel, the applicant may be allowed to begin work
6. Applicant is not allowed to begin work before the Superintendent or Director of Personnel signs the **PERSONNEL ACTION**
7. Applicant's name is submitted to Board for approval of background search
8. After Personnel Office receives clearance from criminal background search, applicant's name is submitted to Board for employment consideration
9. If clearance is not obtained, applicant will not be employed but will receive compensation for work completed