

Policy number: II-6	Subject: PRE-EMPLOYMENT INVESTIGATION
Approved: Agency Board: Policy Council:	Revision: none June 28, 2006 May 17, 2006

Policy:

To ensure pre-employment checks are conducted within legal and professional limits to be employed in the position for which the candidate is applying, the Agency will conduct pre-employment investigation for all employees to determine or verify background information, including criminal history and information in compliance with the Fair Credit Reporting Act (FCRA). Having a criminal history or criminal conviction shall not necessarily preclude employment.

Procedure:

1. Applicants who are chosen for interview are required to sign a release form authorizing the pre-employment investigation and the release of information by former employers, educational institutions, or other organizations as part of the reference and background checking process. A refusal to sign such a release form may disqualify the applicant from further consideration for employment.
2. Pre-employment investigation applies to all new hires, as a condition of employment. Employment will be contingent upon the results of the pre-employment investigation.
 - a. The Human Resource Specialist coordinates obtaining the pre-employment investigation. The Program Administrator will evaluate the relevance of any offense in accordance with Federal and state laws.
 - b. An applicant who provides misleading, erroneous, or deceptive information on the application form, resume, or in an interview shall be eliminated from further consideration for employment.
3. Personal and professional reference checks should be conducted by the Human Resource Specialist or designated clerk before the job offer is made. Employment will be contingent upon the results of the pre-employment investigation.
4. Employees whose position requires licensure or certification are to provide a copy of their licensure or certification prior to beginning work. Where licensure or certification is required, renewal must be made according to state law and a copy of the current licensure or certification submitted to the Human Resource Specialist. Failure to keep required licenses or certifications current may result in termination.

In addition to the employment checks detailed above, the following must be performed for Head Start candidates.

1. All employees hired to positions within the Head Start program are required, in accord with the Department of Health and Human Services guidelines, to declare all convictions related to child abuse and neglect, and all convictions of violent felonies.
2. The Human Resource Specialist will seek out personal and employment references

for a Head Start applicant before an offer of employment is made. The application is designed to provide at least three references and every attempt is made to secure business references.

3. After employment has been offered, a health exam including TB screening, as required by Head Start and/or state licensing, is required for Head Start staff and regular volunteers. Periodic re-examination may also be required.
4. A state criminal record fingerprint check, as required by state law, must be conducted. If it is not feasible to obtain a criminal record check prior to hiring, an employee must not be considered permanent until such a check has been completed and may be suspended from work if circumstances prevent a timely check.