

Pre-Employment Background Investigation

Section 1. Required Pre-Employment Background Investigation. An offer of employment on behalf of East Allen County Schools shall be contingent upon a determination by the Executive Director of Human Resources or his designee that the applicant meets each qualification standard in the job description for the position offered. To determine if the applicant meets these qualification standards, the Executive Director of Human Resources shall conduct a comprehensive background investigation on each applicant given a conditional offer of employment.

Section 2. Conditional Offers of Employment. Where the needs of East Allen County Schools require that the applicant begin work before the background investigation can be completed, the background investigation shall be completed no later than sixty days after the first day of employment and the applicant shall continue to be considered as an applicant working pursuant to a conditional offer of employment until the background investigation is completed.

Section 3. Applicant Cooperation. Each applicant shall provide all identifying information necessary to conduct the pre-employment background investigation and shall read and agree to the Background Information Statement and Release of Claims as a condition of being considered for employment.

Section 4. Evaluation Procedure. Information collected in the pre-employment background investigation shall be evaluated by the Executive Director of Human Resources or his designee for its relevance to the qualification standards essential functions of the position applied for. At a minimum, the Executive Director of Human Resources shall review a limited criminal history for each applicant and the comments of each former employer in a position identical or similar to the position applied for.

Section 5. False/Incomplete Disclosure. Failure of an applicant to fully or truthfully disclose all information requested in the application process may disqualify the applicant if the omission or misstatement is relevant to a qualification standard for the position offered. Where the failure to make a truthful or complete disclosure is not detected until after the employee is employed, the employee may be terminated for insubordination.

Section 6. Contractors' Responsibilities. Failure of an applicant to fully or truthfully disclose all information requested in the application process may disqualify the applicant if the omission or misstatement is relevant to a qualification standard for the position offered. Where the failure to make a

truthful or complete disclosure is not detected until after the employee is employed, the employee may be terminated for insubordination.

Applicant _____

Position(s) _____

Applicant Background Information Statement and Release of Claims

READ THIS ENTIRE DOCUMENT CAREFULLY AND DO NOT SIGN IT UNLESS YOU UNDERSTAND AND AGREE TO EACH OF ITS PROVISIONS. FAILURE TO BE TRUTHFUL AND COMPLETE IN RESPONDING TO THE QUESTIONS ASKED WILL ENDANGER YOUR CONTINUED EMPLOYMENT IF HIRED.

1. Instructions for Use of This Form.

Employment with East Allen County Schools requires continued compliance with established standards of conduct. These standards are based upon the School Corporation's duty to protect its students and employees and provide an example of acceptable adult behavior for its students.

The information provided in this statement is an important part of your application for employment. Any material omission in it will disqualify you from further consideration for employment or termination if you are employed.

Arrests, criminal charges and convictions will be considered based upon established administrative guidelines and qualification standards and essential functions for the position applied for. A copy of the administrative guidelines on the use of this information is available to you upon request. An affirmative answer to a question in this background statement will not be an automatic bar to employment.

If you have any doubt about whether a particular incident or circumstance should be fully disclosed in this statement, you should error in favor of disclosing and explaining the circumstance.

2. Pre-employment Questions.

Please answer each of the following questions completely and accurately. Attach and label separate sheets of paper necessary to answer each question.

Has your conduct ever been the subject of an investigation into a violation of state or federal law ___no ___ yes. If yes, please explain fully and provide names of persons involved, dates and the status of any matter.

For the purpose of this question, "state or federal law" includes laws prohibiting violation of civil rights, discrimination based on gender, race, disability, religion, or nation origin and harassment based on these characteristics.

3. Authorization to Obtain Information

In exchange for the consideration of my application for employment by the East Allen County Schools, I authorize the Executive Director of Human Resources or his designee to investigate my background and employment history including but not limited to inquiring as to my performance on prior jobs, reference checks and obtaining limited criminal history and driving history information.

I authorize my former employers, supervisors, my references and local, state, and federal law enforcement agencies to cooperate fully in providing this information. I also agree to cooperate fully as necessary to obtain this information.

Applicant's Signature

Date

4. Waiver of Claims

In consideration for the consideration of my application for employment by the East Allen County Schools, I acknowledge the legitimate business need for the East Allen County Schools to fully investigate my background and employment history in the process of the consideration of my application for employment. I also acknowledge the importance of the full and truthful participation of those persons having information about my background and employment history in this process.

I therefore release the East Allen County Schools and those providing truthful information in this process, as well as their agents, officers, attorneys, and employees in their official and individual capacities from any and all claims, demands, liabilities, and causes of actions including but not limited to a claim for defamation, slander, libel, and invasion of privacy except to the extent that they have intentionally provided false information or represented un-investigated information as verified.

Have you ever been arrested for, charged with, or indicted for or convicted of a crime? No ____ yes ____

If yes, please provide the following for each incident on a separate sheet:

What was alleged?

By whom?

Who investigated?

What was the result of the investigation?

Has there ever been a finding by a court or administrative agency that you have violated a state or federal civil rights law in the course of employment? No ____ Yes ____

If yes, please describe each situation fully on a separate sheet.

I AFFIRM UNDER PENALTY OF PERJURY THAT INFORMATION PROVIDED BY ME IN RESPONSE TO THESE PRE-EMPLOYMENT QUESTIONS IS TRUE AND COMPLETE.

Signature

Date

TO THE APPLICANT

THIS DOCUMENT CONTAINS A WAIVER OF CERTAIN TYPES OF CLAIMS THAT MAY NOW EXIST OR MAY LATER ARISE AGAINST PERSONS AND ORGANIZATIONS INVOLVED IN THE INVESTIGATION OF YOUR BACKGROUND. DO NOT SIGN THIS DOCUMENT IF YOU DO NOT UNDERSTAND IT OR DO NOT AGREE WITH IT.

Applicant's Signature

Date