

PRE-EMPLOYMENT BACKGROUND INVESTIGATION

Under Policy D275, the Superintendent or his/her designee shall conduct a comprehensive background investigation on each applicant given a conditional offer of employment.

The standard costs associated with obtaining the expanded criminal history check are to be borne by the applicant.

Each applicant shall provide all identifying information necessary to conduct the pre-employment background investigation and shall read and sign the Consent and Agreement for Background Check on the application as a condition of consideration for employment.

During the course of his or her employment with the District, each employee and substitute teacher shall be required to report his or her arrest or conviction of criminal charges to the Superintendent within one (1) business day of the conviction (or by regular or certified mail within 5 calendar days if arrest or conviction occurs in an extended period during which the employee is not required to work). Each employee is required to update their expanded criminal history check every five (5) years. The employee will assume the costs of the expanded criminal history check every five (5) years.

The specific background investigation required is based on the position sought by the applicant:

Applicants for Employment

- a) An expanded criminal history check (as defined by I.C. 20-26-2-1.5), including a search of the records maintained by all counties in Indiana or other states in which the individual resided, a search of the national sex offender registry maintained by the United States Department of Justice;
- b) An expanded child protection index check (as defined by I.C. 20-26-2-1.3), including an inquiry with the Department of Child Services, an inquiry with the child welfare agency of each state in which the individual has resided since the individual became eighteen (18) years of age, and for a certificated employee, an inquiry with the department of education or other entity that may issue a license to teach of each state in which the individual has resided since the individual became eighteen (18) years of age
- c) Comments from a representative of each former employer;
- d) A detailed background history (provided by applicant) including all prior employment and volunteer positions;
- e) A national criminal history background check (as defined by I.C. 10-13-3-12) of criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification;
- f) Inquiry with each former employer without regard to the similarity of position sought;

- g) Explanations of any employment gaps to ensure the candidate has not omitted employment in which an offense occurred;
- h) Verification of the applicant's eligibility to work using the E-Verify database maintained by the federal government (as required by I.C. 12-32-1);
- i) An Indiana Bureau of Motor Vehicles driver history if the position involves driving;
- j) A thorough review of common social media platforms using the applicant's name and common variations on the applicant's name, including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Google Plus+, Tumblr, Instagram, etc.;
- k) A Google search of the applicant's name and common varieties of the applicant's name.

All others (including, but not limited to, student teachers, volunteers, and contractors) are subject to a limited criminal history check, including a search of the records maintained by all counties in Indiana.

MSD of Wayne Township, Marion County, Indiana

Adopted: December 5, 2014

Revised: September 11, 2017