

Year: 2018	
Policy Number: 5230	
Section:	
<input type="checkbox"/> Community Relations <input type="checkbox"/> Administration <input type="checkbox"/> Business Procedures <input type="checkbox"/> Community Operations <input checked="" type="checkbox"/> Personnel <input type="checkbox"/> Students <input type="checkbox"/> Instruction	

SUBJECT: Pre-Employment Screenings

Policy Statement

It is the policy of Health Sciences Charter School (HSCS) that prior to making an offer of employment, or if an employee is transferring to a position that requires such information, HSCS will conduct job-related screenings that meet the NYS Education Department (NYSED) requirements and may also consist of:

- 1) Prior employment verification;
- 2) Professional reference checks;
- 3) Educational confirmation; and/or license verification;
- 4) Credit check;
- 5) Criminal history; and
- 6) Drug screening.

Furthermore, to ensure the safety and welfare of HSCS students, visitors, and other staff, an offer of employment may be made contingent upon the successful completion of a background check and drug screening.

It is the policy of Health Sciences Charter School (HSCS) that prior to entering into an agreement for contracted services with vendors and/or agencies where it has been determined to include frequent and non-supervised interaction with students, HSCS will require the vendor or agency to complete a job-related background check on the staff providing services within HSCS that mirrors the requirements of NYSED and may also consist of:

- 1) Prior employment verification;
- 2) Professional reference checks;
- 3) Educational confirmation; and/or license verification.

HSCS reserves the right to audit on an on-going basis validation that the background checks of any vendor or agency staff members were successfully completed.

Pre-employment checks serve as an important part of the selection process at HSCS. This type of information is collected as a means of promoting a safe work environment for current and future HSCS employees. Pre-employment checks also help HSCS obtain additional applicant related information that helps to ensure the protection of the current people, property, and information of the organization.

Only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other issues that can impact the workplace.

Definitions

"Criminal History Check" means verifying that the selected applicant or employee does not have any undisclosed criminal history nationwide.

"Educational Confirmation" means ensuring that the selected applicant or employee possesses all educational credentials beyond high school listed on the application, resume or cover letter or otherwise cited by the candidate that qualify the individual for the position sought.

HSCS can make inquiries regarding criminal records during the pre-employment stage in compliance with state and federal regulations.

"Employee" is defined as any person employed by HSCS, whether full-or part-time in a staff or temporary position.

"Employment Verification" means ensuring that applicant worked in the positions listed on the application, resume, or cover letter or otherwise cited by the candidate that qualify the individual for the position sought and verification should include dates of employment and reasons for leaving each position.

"License or Certification Verification" means ensuring that any applicant possesses all the licenses or certification listed on the application, resume or cover letter or otherwise cited by the candidate that qualify the individual for the position sought and verification of any license or certification required for the position, including verification of the disposition of such licenses or certifications. This includes any motor vehicle drivers licenses required for the associated position.

Providing false or misleading information used for any of the above pre-employment checks, will be handled in accordance with applicable HSCS policies and procedures, which may include corrective actions including rescission of an employment offer or termination from an existing position.

HSCS guarantees that all information attained from the reference and background check process will only be used as part of the employment process and kept strictly confidential.

Supporting Procedures:

Staff Handbook

Related Laws, Regulations & Acts:

Adopted: 03/13/2014

Revised: 1/10/2022