

Procedures for Obtaining Personnel Records for Applicants

1. Before hiring an applicant for employment in a certificated or non-certificated position the District shall have the applicant sign the statement/release (form 300.2F1) and provide a list of their previous school district employers (the list may be obtained via resume or application). The District will not hire an applicant who refuses or fails to sign the statement/release.
2. The signed statement/release will then be sent by the District to all of the applicant's current or past, in state or out of state, school district employers along with a request for information relating to job performance and/or job related conduct (form 300.2F2). Note – The District does not have to request the information for all applicants. The District only has to request the information for the top applicant(s) for the position.
3. The District may follow up with current or past school district employers if the information requested has not been received within thirty (30) days from the date the request was sent. The District may hire non-certificated applicants on a conditional basis pending receipt of the information requested. Applicants shall not be prevented from being hired if an out of state current or past school district employer refuses to comply with the request. The District will attempt to obtain a written refusal along with the reason for the refusal from the non-compliant out of state school district employer. The written refusal shall be kept as a part of the applicant's file.
4. The District shall also request State Department of Education verification of certification status as wells as any past or pending violations of the Professional Code of Ethics and information related to the job performance of the applicants for any certificated position (form 300.2F3).
5. The District shall use information received from applicant's current or past employers only for the purposes of evaluating an applicant's qualifications for employment in the position for which the applicant has applied. No Board member or District employee shall disclose the information received to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.



**LEGAL REFERENCE:**

I.C. § 33-1210 Information on past job performance

ADOPTED: 4/9/2012