

NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPAIRED	SUBJECT: NO.225 Employment Eligibility Verification and Criminal Records Check
Effective Date: 03/21/97	Revised: 6/22/12; 4-24-14
Distribution: All Staff	Kind: Board Policy

GENERAL POLICY

1.1 Criminal Records Check

All applicants for employment with NMSBVI as well as substitutes, temporaries, and others who will work on the schools' campuses must provide work history, education history, and references. Each applicant will be subject to a criminal background investigation in accordance with NMSA 22-10A-5, including mandatory fingerprinting, at the candidate's expense, as a condition of further consideration for employment. The applicant must pay for the background investigation at the time of hire by cashier's check, money order or by authorizing payroll deduction of prepayment.

Criminal background checks shall be required of volunteers, interns, contractors, subcontractors who will work on the schools' campuses. The criminal background check will be in accordance with NMSA 22-10A-5, and/or from a local Department of Public Safety.

All offers of employment are contingent upon the satisfactory completion of background investigations and reference checks. Criminal convictions of 10 years or greater shall not automatically bar an applicant from obtaining employment with NMSBVI, but pursuant to the Criminal Offender Act, NMSA § 28-2-4 and § 28-2-5 (1978) (as amended or recodified in the future), findings may become the basis for refusing employment. The Superintendent or designee may waive the 10 year minimum requirement depending upon type or severity of infraction, length of time, and whether the candidate is in complete compliance of the court.

The Superintendent or designee may also conduct the referenced background investigations, including reference checks, of incumbent employees if the Superintendent becomes aware of facts, circumstances, or conduct that gives rise to a reasonable suspicion that undisclosed aspects of the employee's background might disqualify him or her to continue in employment with NMSVI.

1.2 Immigration I-9 Form

The Immigration Reform and Control Act was passed by Congress October 17, 1986 requiring verification of U.S. citizenship and eligibility to work for all applicants employed after November 1986. The I-9 Form must be completed by applicant upon hire and verified by the employer within three (3) days of employment.

Any individual unable to provide the information required on the I-9 Form cannot be considered for employment.