

## **402 BACKGROUND CHECKS**

### **Applicants/ Volunteers**

Stonebridge World School performs background checks on all final candidate for employment and independent contractors as well as volunteers working with students. For some positions, supplemental background checks are mandatory. The background check includes criminal history, child abuse registry, DMV record, and Social Security number. Other checks deemed appropriate for the position or mandated by law, or for licensure, such as inappropriate sexual conduct or credit checks, may also be conducted.

By law, consent must be obtained from the candidate prior to obtaining the background check. The result of background check may result in denial of employment.

Background checks may be conducted periodically with notice to and authorization by an employee or independent contractor.

### **NOTIFICATIONS**

The executive Director will mail all required Federal Fair Credit Reporting Act notices, letters, and copies to the applicant or employee with a failed report.

If a background check reveals anything beyond a minor transgression (e.g. speeding 10 years ago) the Executive Director will determine if the candidate should be appointed to the position.

Approved: October 2011

Revised: August 2014