

## **CRIMINAL HISTORY BACKGROUND CHECK – EMPLOYMENT APPLICANTS, SUBSTITUTES, VOLUNTEERS, AND CONTRACTORS**

To help ensure a safe environment and as required by state law, the North Central Parke Community School Corporation will obtain for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual's position an expanded criminal history check and an expanded child protection index check. The individual will be responsible for the cost to the School Corporation for obtaining the expanded criminal history check and the expanded child protection index check.

The expanded criminal history check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than thirty (30) days after the individual's employment begins.

The expanded child protection index check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than sixty (60) days after the individual's employment begins.

The School Corporation is prohibited from hiring an individual who has been convicted of an offense which requires the revocation of a license under state law, unless the conviction has been reversed, vacated, or set aside on appeal.

The superintendent shall establish the necessary procedures for obtaining background information which is to include the following prior to the applicant being approved:

- a. local, State, and National Criminal History records check
- b. sex-offender registry check
- c. telephone or email inquiry (reference check) with all former employers
- d. reference check with the most recent employer if provided
- e. explanations of any employment gaps to ensure the candidate has not omitted an employer where the offense occurred.

Each individual hired may be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the applicant.

Any **volunteer** who may have direct, casual or ongoing contact with children when performing services for the school, must provide to the Corporation a limited criminal history check prior to beginning volunteer work for the Corporation. The volunteer will be responsible for all costs associated with obtaining the limited criminal history check.

Any entity which has a **contract to provide services** to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the Corporation limited criminal histories for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the limited criminal histories. An individual who is working for such an entity may also be required to provide the individual's

limited criminal history to the school corporation upon its request to do so or to provide consent to the school corporation for it to request a limited criminal history or an expanded criminal history check of the individual. This provision also applies to an individual who has a contract to provide services to the Corporation.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All individuals or entities that have contracts for services with the School Corporation are required by state law to report convictions of certain crimes enumerated in state law to the School Corporation. The superintendent or designee is responsible for implementing regulations to notify the individuals, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

*Note: NCP Corporation Policy language on Criminal History Checks can be found in the NCP Policy Manual on the corporation website under Policy 3016 and Policy 3018.*

- A. If you are not working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Have you already submitted (or promised to submit) your resignation to your present employer?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- C. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- D. Have you ever been investigated for, charged with, plead guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- E. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- F. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, or mishandling of funds, or of criminal conduct?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- G. Have you ever been charged with, pleaded guilty, or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? (Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

If you have answered yes to any one of the previous questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved; if not involved in court please explain circumstances in detail including the employer, type of investigation, and type of allegations. Use an additional page or pages, if necessary, and attach to this Request for Background Information and Authorization and Waiver and forward it to the North Central Parke Community School Corporation Superintendent.

PLEASE CHECK THE APPROPRIATE BACKGROUND CHECK REQUIRED

\_\_\_\_\_ Employment Applicant: Expanded Criminal History and Expanded Child Protection  
Index Required. Cost of \$33.50 due upon date of employment

\_\_\_\_\_ Unpaid Volunteer: Limited Criminal History Check Required (No Charge)

\_\_\_\_\_ Contractor & Service Providers: Limited Criminal History Check Required (No Charge)

Please print your name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: Female Male

Race: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**For School Office Use Only:**

RES  RHS  TRES  TRHS

Date of Event: \_\_\_\_\_

Type of Event:  Field Trip  Driver  
 Classroom  ECA