

Post Falls School District #273

Memorandum: Employee Criminal History Checks

To: Post Falls School District Prospective Employees/Substitutes
Re: Fingerprinting/Background Investigation

Post Falls School District #273, as a condition of employment, requires each employee/substitute to undergo a criminal history check. **Employees/substitutes will obtain the history check within five (5) days of being hired.** All employees/substitutes should read the entire background check/registration policy as stated in the employee/substitute handbook.

Fingerprinting must be completed at the Post Falls School District office. Please contact the Human Resources Department at (208) 773-1658 to schedule an appointment for fingerprinting.

The employee will pay the fee charged by the Idaho State Department of Education to process the initial fingerprint/background check. Currently the State Department of Education fee is \$28.25; prospective employees/substitutes must also pay a \$6.75 fingerprinting fee. Both fees are payable to Post Falls School District.

****Please note, payment should be made at the time of the fingerprinting appointment. The total fee of \$35.00 may be made by check, money order, or exact cash; we are not able to make change or accept credit card payments at this time.**

Employees may elect to have the cost of the criminal history check deducted from their first paycheck, arrangements should be made through the district background check coordinator. This option is not available for substitutes.

The refusal or failure of a prospective employee to submit to the criminal history check will constitute sufficient grounds to reject his/her application.

While awaiting the results of the criminal history check the employment will be considered temporary and conditional subject to receipt of notice of a satisfactory background check as provided by law. The Idaho State Department of Education will notify the district office administration as to any information garnered from the background check. In the event the background check is unsatisfactory the Superintendent may recommend termination in accordance with district procedures.

All information received from the background check is highly classified and will not be subject to public scrutiny.

Required Information for Department of Education Criminal History Checks

- Full legal name, including any aliases (maiden name if married)
- Date of birth
- Residence
- Citizenship
- Sex
- Race
- Height
- Weight
- Eye color
- Hair color
- Place of birth
- Social Security Number