

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4100-04
SUBJECT: BACKGROUND AND REFERENCE CHECKS	DATE OF ISSUE: 03/01/12 <hr/> REVISIONS: 09/07/23 <hr/> PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To establish procedures for conducting background investigations and reference checks on applicants for employment.

II. PERSONNEL AFFECTED: All district personnel.

III. PROCEDURE:

A. As a condition of employment, each applicant hired for employment by the district shall be subject to background investigation and reference checks.

- 1. Such investigation screening shall be conducted pursuant to an Authorization for Release of Information signed by the applicant.**
- 2. The investigation screening may include verification of any and all information contained on the application for employment.**
- 3. The investigation screening may include, but is not limited to, investigation of the individual's past employment history including wages and salaries, job performance, general reputation, employment evaluations, disciplinary actions and reasons for termination.**
- 4. Additionally, the investigation may include information regarding the individual's criminal convictions, civil court judgments or driving record.**

B. The district may offer provisional employment to an applicant pending receipt of the results of the background investigation.

- 1. Any agreement for provisional employment shall specify that the employment is subject to termination by the Board, without further proceedings and without reference to any other law if the background check reveals that the applicant has been convicted of any offenses specified in K.S.A. 72-2165 or is otherwise unfit for employment.**

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- 2. If the background investigation discloses that an individual has misrepresented or omitted material facts in their application, investigation reveals the applicant is not qualified for employment with the district, the district shall withdraw the provisional offer of employment and/or, terminate any provisional employment.**
- C. The Board shall pay all costs of the investigation.**
- D. Information obtained during any background check and not be disseminated to outside individuals or entities unless authorized by court order or other state or federal statute, rule or regulation. Information or documents obtained shall remain the exclusive property of the district.**