

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

BACKGROUND

Each applicant for a position in the Laconia School District, as part of the application process, shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on the job application shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

CRIMINAL RECORDS CHECK

All Criminal Records Checks are done through the cooperation of the Laconia Police Department and include information obtained from the State Police and the F.B.I. The criminal records checks are completed on any person who is a finalist for a position in the Laconia School District. The criminal records checks are done in compliance with RSA 189:13-a and the cost for these are paid for by the Laconia School District for those who are going to be employed.

CONDITIONAL EMPLOYMENT

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the local, State, and FBI Criminal Records Check. Any person, who is offered conditional employment, will have clearly stated in their contract or letter of employment that his/her contract and continuation of employment is entirely conditional upon the completion of a Criminal Records Check, which is satisfactory to the Laconia School District.

FINAL OFFER OF EMPLOYMENT

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check, which is satisfactory to the Laconia School District.

When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

The Superintendent will determine what qualifies as “unsatisfactory” and move toward dismissal.

ADDITIONAL CRIMINAL RECORDS CHECKS

The Laconia School Board may require a Criminal Records Check of any employee at any time.

Adopted: January 21, 2003

Revised: May 6, 2014