

VERTIFICATION OF CRIMINAL CONVICTION RECORDS
LETTER TO APPLICANT

Dear Prospective Employee:

Prior to beginning of employment with our district we require a criminal history "records check" from any law enforcement agency or judicial record agency that we consider appropriate.

Attached for your review is a copy of our district's policy and regulation requiring that all prospective employees provide the district with a criminal history "records check". Please note that the law enforcement agency or judicial record agency will require the attached letter and release before providing the background information required.

The district's offer of employment will be automatically withdrawn and/or you will be terminated should either of the following be verified:

- 1. Information discovered in the course of such a check conflicts with statements you make on your employment application.**
- 2. This check reveals you have been convicted of any offense involving sexual molestation, physical or sexual abuse of a child or any other violent felony.**

Note: Conviction of a drug or alcohol offense may result in withdrawal of any offer.

In addition, employees who will be working with children are required by the North Scott Community School District to give written permission for a Child Abuse Registry Check (Department of Human Services Form No. SS-1606). This check must also be satisfactory in order to be employed by the district.



STATEMENT OF RELEASE

I hereby give permission for the North Scott Community School District to have a Child Abuse Registry check conducted by the Iowa Department of Human Services in connection with my application for employment. I understand that any information obtained will be held in strict confidence.

Signed _____ Date _____

Approved: June 19, 1996
Reviewed: May 11, 2015
Revised: