



## Administrative Regulation 4100 Verification of Employment History

**Responsible Office:** Office of Human Resources

### REGULATION

1. Administrators shall be responsible for verifying employment information and conducting employment background checks.
2. The following procedure shall be followed in verifying employment history:
  - a. Verification of employment history shall be initiated prior to an offer of employment. Administrators shall use a form developed by the school district to conduct background checks.
  - b. Verification of the last ten (10) years of the applicant's employment shall be made. If the applicant has had more than three (3) employers in the last ten (10) years, the administrator need only verify the three (3) most current periods of employment.
  - c. If information is discovered during the verification process which conflicts with statements made on the application, reveals omission of fact, or which may disqualify the applicant for the position, this information shall be forwarded to the Chief Human Resources Officer, or designee, who shall have the responsibility for determining the applicant's continued fitness and eligibility for the position.

### IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
  - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with Board Policy 4100, Verification of Employment History.

### REVISION HISTORY

Date	Revision	Modification
7/14/1998	1.0	Adopted