

Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring sequence

- Conditional offer of employment to the candidate subject to revocation Or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed and any pre-employment drug screening.
- Acceptance by the candidate is received.
- Candidates who accept a conditional offer of employment will be required to undergo drug and alcohol testing. Applicants who test positive for illegal drugs or alcohol will be ineligible for hire.
- A contract or other appropriate document will be sent to the candidate and candidate's acceptance will be signified by a signed document returned to the superintendent.
- Approval of the contract or other documents by the board is required for official hire.

Approved: USD 281 = 10/04 , 4/16

APPLICANT JOB APPLICATION ACKNOWLEDGMENTS

The following statements should be included on all job applications:

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.
2. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.
3. I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.
4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.

Signature of Applicant

Date

Source: KASB Employment Law Handbook