

BACKGROUND CHECK SCREENING PROCEDURE

1. No later than 10 calendar days after the Superintendent or his/her designee has notified a potential employee of his/her status as a final applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will supply the applicant with a packet containing all materials necessary for the applicant to be fingerprinted and a copy of this procedure.
2. No later than 10 calendar days after the Superintendent or his/her designee has provided the final applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have his/her fingerprints taken within such 10 day period without good cause will be grounds for disqualification from employment.
3. The Superintendent or his/her designee shall arrange for the return of the fingerprinting materials to the school district.
4. The Superintendent shall submit the final applicant's background check authorization form, two sets of fingerprints, and payment for screening fees to the North Dakota Bureau of Criminal Investigation (BCI) within five calendar days of receiving the applicant's background check materials or as soon thereafter as practicable.
5. If BCI rejects a final applicant's final fingerprints, the applicant must arrange to be re-fingerprinted within five calendar days of receiving notification of the rejection. Failure of the applicant to have his/her fingerprints taken within such five-day period without good cause will be grounds for disqualification from employment.
6. Should BCI reject an applicant's fingerprints three times, the District reserves the right to conduct a name-based criminal record check search.