

## **P4010 EMPLOYMENT REQUIREMENTS**

### **BOARD POLICY:**

**Persons interested in securing employment with the Board of Education shall complete all necessary information forms before employment is finalized. The applicant who can best fill the requirements of the position may receive an offer of employment.**

Administrative Implemental Procedures:

1. Employment is contingent upon the following:
  - a. An online application must be completed and submitted for all positions and job postings.
  - b. Applicant should possess qualifications as outlined in the job description.
  - c. Relevant tests, as determined by the position requirements, must be completed and passed.
  - d. In filling vacancies, first consideration shall be given to qualified internal applicants.
2. The district will adhere to federal, state, and local Equal Employment Opportunity standards.
3. An employee who has falsified any pre-employment information or fails to meet any condition of employment is subject to immediate dismissal and will be ineligible for rehire.
4. All forms and requirements necessary to secure entry on payroll and personnel records must be completed.
5. A complete background check will be conducted on all those considered for employment with USD 259.
6. Drug testing shall be required of all persons offered permanent employment.
7. For some positions, applicants may need to pass a physical capacity profile prior to being employed.
8. Applicants being employed are required to submit a certification of health form.
9. New employees shall be prohibited from driving a Board of Education vehicle until a driver's certificate check has been made. Exceptions may be made by the Chief Human Resources Officer or designee when circumstances indicate the need.

Administrative Responsibility: Human Resources

Latest Revision Date: October 2019

Previous Revision Date: June 2015 P4010