

# Background Check Policy for Employment & Volunteers

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- All applicants for an employee or volunteer position at VCS shall include references and grant permission to conduct BCI and FBI background checks. Written notes shall be kept on each reference check and kept in the employee's file if the applicant is hired.
- VCS will receive applications from all potential employees or volunteers and review those applications, conduct interviews, check references, and review the results of BCI and FBI background checks.
- All employees or volunteers shall re-submit to BCI and FBI background checks every five years. Licensed employees shall complete this as part of their license renewal. All other employees, including contracted workers, shall complete this according to a five-year cycle set up by the school.
- Failure to either complete or be truthful on the application and permissions to check references and conduct background checks shall be grounds for dismissal or declining to appoint.
- Any applicant or employee whose background check indicates any disqualifying conviction as identified in Ohio Revised Code section 3319.39 will be terminated or not appointed. Additionally, any employee or applicant who admits to such a crime without a conviction will be terminated or not appointed.