

1 **Charlo Public School District**

2  
3 **PERSONNEL**

5120

4  
5 Hiring Process and Criteria

6 The Board and Superintendent/administrator will determine the screening and hiring process upon the  
7 existence of each vacancy. The District will hire personnel appropriately licensed and endorsed in  
8 accordance with state statutes and Board of Public Education rules, consistent with budget and staffing  
9 requirements and will comply with Board policy and state law on equal employment opportunities and  
10 veterans' preference. All applicants must complete a District application form to be considered for  
11 employment.

12  
13 Every applicant must provide the District with written authorization for a fingerprint/criminal background  
14 investigation. The Superintendent will keep any conviction record confidential as required by law and  
15 District policy. The district will create a determination sheet from the criminal history record. The  
16 determination sheet will be kept on file at the District Office. The Criminal History Record with no  
17 disqualifiers will be shredded on site immediately after review. The Criminal History Record with  
18 disqualifiers will be retained on file at the District Office according to law. Every newly hired employee  
19 must complete an Immigration and Naturalization Service form, as required by federal law.

20  
21 Certification

22 The District requires contracted certified staff to hold valid Montana teacher or specialist certificates  
23 endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement  
24 shall be just cause for termination of employment. No salary warrants may be issued to a staff member,  
25 unless a valid certificate for the role to which the teacher has been assigned has been registered with the  
26 county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and  
27 administrator under contract must bring their current, valid certificate to the personnel office at the time  
28 of initial employment, as well as at the time of each renewal of certification.

29  
30 The custodian of records will register all certificates, noting class and endorsement of certificates, and  
31 will update permanent records as necessary. The custodian of records also will retain a copy of each valid  
32 certificate of a contracted certified employee in that employee's personnel file.

33  
34 Reference Checks

35 The Board authorizes the Superintendent or the Superintendent's designee to inquire of past employers  
36 about an applicant's employment on topics including but not limited to: title, role, reason for leaving,  
37 work ethic, punctuality, demeanor, collegiality, putting the interests of students first, and suitability for  
38 the position in the District. Responses to these inquiries should be documented and considered as part of  
39 the screening and hiring process.

40  
41 Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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43 Legal Reference: § 20-4-202, MCA Teacher and specialist certification registration  
44 § 39-29-102, MCA Point preference or alternative preference in initial hiring  
45 for certain applicants – substantially equivalent selection  
46 procedure

47 Policy History:

48 Adopted on:

49 Reviewed on:

50 Revised on: 7/18/17, 12/19/19

# Charlo School District

District Contact  
District Contact Position

Address Line #1  
Address Line #2  
City, State, Zip Code

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## Determination of Eligibility for Hire – Policy 5120F

(DATE)

RE: [NAME OF APPLICANT]

In regards to the determination of eligibility for hire/licensure; based on the minimum criteria as specified in the \_\_\_\_ School District Applicant Background Check Procedure, the individual listed below:

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Name

Date of Birth

- ☐ **Meets eligibility criteria**  
☐ **Does NOT meet eligibility criteria**

Please contact \_\_\_\_ School District with any questions regarding this determination or to be provided with a copy of the \_\_\_\_ School District Applicant Background Check Procedure.

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**Determination Completed By:**

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Signature

Printed Name

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Title

Date

# Privacy Act Statement - Policy 5120F

*This privacy act statement is located on the back of the [FD-258 fingerprint card](#).*

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/1/2021



## Dissemination Log – Policy 5120F

For national criminal history fingerprint-based background checks under Policy 5120P

Date	Person Making Dissemination	Name and Date of Birth on Disseminated Information	Receiving Entity As Verified by CHRI Auditor (Name, Phone Number, Person)	Disseminated by Telephone, Fax, Mail?	Date Qualified Entity Status Verified by ID

**Instructions:** A log entry must be made every time you share with another qualified entity any information you obtained from a criminal history records check through the Montana Department of Justice (MDOJ) or the FBI. This includes the sharing of “No Record” information. The Dissemination Log must be retained for four (4) years from the date of the entry, and it must be made available to MDOJ and FBI auditors.

**Reminder:** Criminal history record information received from MDOJ or the FBI under NCPA/VCA and/or Public Law 92-544, shall be used or shared only for the screening of current or prospective Montana employees, volunteers, contractors, and/or vendors of QUALIFIED ENTITIES, pursuant to these laws.