

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I- Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Background Checks and Selection Procedure

Policy:

Tri-County Community Council, Inc. Head Start/Early Head Start will provide a safe environment for children and staff. All potential employees will be interviewed, their work history checked and go through a level 2 background check before they can be hired for the program.

Procedure:

1. When there is a vacant position, an advertisement will be posted in the newspaper, on our website, Facebook, and/or agency offices.
2. Once the advertisement ends for the vacant position, the applications will be reviewed, and candidates will be selected to be interviewed.
3. The selected candidates will be interviewed. Work history checks will be checked on the one that is chosen.
4. Once the work history is complete with favorable results for the candidate, a time will be set for the candidate to be fingerprinted at the administrative office. A level 2 background check will be completed via live scan then the fingerprints are electronically submitted in the Clearinghouse.
5. The results will be submitted to Tri-County Community Council, Inc. within one week confirming the applicant is clear or not to work in a caretaker's position. The clearance could take longer if the candidate lived out of state in the past five years. An out-of-state background would have to be completed and could cause the process to take longer than a week. Once results are back and there were no disqualifying offences then the candidate will be offered the job.
6. If the candidate accepts the job, then orientation will be set up.