

**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: Hiring Current and Former Program Parents

Policy:

Tri-County Community Council, Inc. Head Start/Early Head Start will give priority to current and former parents for employment vacancies for which they apply and are qualified.

Procedure:

1. When a current or former parent applies for a job opening their application will be considered if they meet the qualifications.
2. The selected candidates will be interviewed. Current or former parents will receive preference if they meet all the qualifications.
3. If a current or former parent is chosen, then work history checks will be completed.
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 through the Clearinghouse.
5. The results will be submitted to Tri-County Community Council, Inc. typically 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.