

## EMPLOYEE BACKGROUND CHECKS

Prior to the appointment of any person to a paid position with the District, the District will require a criminal information records check through the Wisconsin Department of Justice.

The District will comply with all state and federal laws as they pertain to an employee or applicants arrest and conviction record. If a criminal records check reveals a conviction or pending charge which the candidate failed to disclose as required on the application form, his/her application for employment may be rejected regardless of the nature of the arrest or conviction.

Legal Ref.:        111.335 – Wisconsin Statutes  
                          WI Act 83

**APPROVED:**     February 23, 1998  
                          July 15, 2013  
                          **MARCH 20, 2017**