

## BACKGROUND CHECK & FINGERPRINTING

We conduct all the fingerprinting for all incoming employees (Teachers, Custodians, Security Guards, Bookkeepers, Coaches ECT...) some of the other individuals we fingerprint are the ones that want to **volunteer** their services for more than 20 hours, individuals hired under our **Contracted Services Agreement** job status. **Student teachers** and **practicum students** from any accredited University, **Substitute teachers** and **Substitutes** for our **Custodial** and **Student Nutrition Departments**. We also provide our fingerprinting services for Boone Transportation and all of its employees. When applying for jobs with GISD depending on what you applying for there are some fees involved and forms that need to be filled out. One of the most important forms we require is the **I-9 Form**. This is our **Employment Eligibility Verification Form**, it requires for the person to provide us with two valid ID's, without valid proof of who the individual is we cannot conduct the background check & fingerprinting process and employment process is stopped. Our office also handles all those individuals that have work permits issued by **Home Land Security** and the **Immigration & Naturalization Services**. If you have further questions on Background Checks and fingerprinting you can contact me at (505) 882-6226 or via e-mail [dvfacio@gisd.k12.nm.us](mailto:dvfacio@gisd.k12.nm.us) Thanks.

## Human Resources

### Background Investigations

**Purpose:**

To ensure that appropriate background investigations are conducted upon offers of employment as well as for incumbent employees as necessary and appropriate.

**Participants:**

All Employees

**Process:**

Applicants recommended for employment with the district are subject to work history, education history, and reference investigations, including but not limited to substitutes and temporaries. Each such applicant will be subject to a criminal background investigation, including mandatory fingerprinting, at the candidates expense, as a condition of further consideration for employment.

All offers of employment are contingent upon the satisfactory completion of background investigations. Criminal convictions shall not automatically bar an applicant from obtaining employment with the Gadsden Independent School District, but pursuant to the Criminal Offender Act, NMSA 1978 " 28-2-4 and 28-2-5, may be the basis for refusing employment.

Contractors whose employees are in direct contact with students may be required to provide to the school district two finger print cards for employees of such contractors for the purpose of criminal background investigations.

The Administration may also conduct the referenced background investigations of incumbent employees if it becomes aware of facts, circumstances, or conduct that give rise to a reasonable suspicion that undisclosed aspects of the employees background might disqualify him or her to continue in employment with the district.

Information from background investigations shall not be disclosed to persons not directly involved in the certification or employment decision affecting the applicant or employee.

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The Superintendent of Schools must report to the State Department of Education any conviction of a felony or misdemeanor involving moral turpitude of a certified school employee when the underlying act of turpitude results in any type of job related action against the employee. Failure to make such report can lead to suspension or revocation of the certificate held by the certified school administrator.

**Timeline:**

July thru June of Current Year

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1. Criminal Offender Act, NMSA 1978 " 28-2-4 and 28-2-5