

EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: **Criminal Record Check**  
EFFECTIVE DATE: September 15, 2011  
REVIEW DATE:  
SUPERSEDES: September 30, 1998 (GBAC)  
CROSS REFERENCE: Policy GBAC – Criminal Record Check  
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Regulations

1. All candidates who are being considered for employment will be required to submit to a current Criminal Record Check for the Vulnerable Sector prior to employment.
2. Any cost to obtain the current Criminal Record Check or a criminal abstract will be the responsibility of the individual candidate.
3. A copy of the current Criminal Record Check and, if applicable, criminal abstract, will be entered into the candidate's file and the original returned to the candidate.
4. Permanent employees of the District may be required to provide a Criminal Record Check for the Vulnerable Sector at the request of the Manager of Human Resources or designate. Cost of such record shall be the responsibility of the Board.
5. All Criminal Record Checks and, if necessary, criminal abstracts will be forwarded to the Manager of Human Resources or designate who will adjudicate any findings of a criminal nature in conjunction with legal counsel and the immediate supervisor of the position .

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