



PRE-EMPLOYMENT SCREENING

Procedures

- 1.0 It is Board policy that all prospective employees participate in the pre-employment screening process. All offers of employment are conditional upon satisfactory completion or submission of the required elements for pre-employment screening. If an individual chooses not to participate, the application for employment will not be given further consideration.
 - a) reference check
 - b) Vulnerable Sector Screening Check (in accordance with board policy 1-2-13:Criminal Background Checks)
 - c) appropriate certification as required
 - d) Pre-Employment Physical Job Screening (if applicable)
 - e) Appendix B: Request for Performance Appraisal Report Results (if applicable)
 - f) All other requirements specific to the job
- 2.0 All pre-employment screening costs are to be paid by the prospective employee (with the exception of the Pre-Employment Physical Job Screening test).
- 3.0 Prior to the recommendation to hire, the immediate supervisor must complete Section A, B and C of the Recommendation Form (Appendix A) and forward it to the appropriate supervisory officer for approval.
- 4.0 Prior to commencing employment, the Human Resources Department must have verified the completion of the mandatory requirements in Section B of the Recommendation Form.
- 5.0 The Vulnerable Sector Screening Check for the recommended candidate shall be received, reviewed, and retained by Human Resources in a secure file.

Legislative Authority:

Canadian Charter of Rights and Freedoms
The Criminal Code
The Ontario Human Rights Code
The Police Services Act
The Child and Family Services Act
The Young Offenders Act
The Municipal Freedom of Information and Protection of Privacy Act
The Education Act
Policy/Program Memorandum No. 147
The Occupational Health & Safety Act

Appendices

Appendix A: Recommendation For Employment Form

Appendix B: Request for Performance Appraisal Report Results

References

Education Act: Section 171 (3)



District School Board Ontario North East

RECOMMENDATION FOR EMPLOYMENT FORM – For Perm, LTOs, Temps & Casuals

SECTION A - Information

Occasional/Temporary Probationary

Position: _____ * If Occasional/Temporary - Name of person being replaced: _____

Competition No.: _____

SECONDARY ONLY	
<u>Semester 1</u>	<u>Semester 2</u>
No. Sections _____	_____
TOTAL FTE: _____	

Ont. College of Teachers No. _____

E.C.E College No. _____

NTIP? Yes No

MEN NUMBER: _____

ELEMENTARY / SUPPORT STAFF	
TOTAL FTE: _____	

Temporary Letter of Approval Required? Yes
(If yes, proceed with Application for a TLA: Form on DocuShare)

Letter of Permission Required? Yes
(If yes, proceed with LOP Request to Director and HR – Declaration form on DocuShare)

Notes: _____

Principal's Signature _____ Date _____

Please also add to the following supply lists: Elem. Teacher Sec. Teacher EA DECE Secretary

School / Location: _____

Start Date: _____ End Date: _____
(If Occasional / Temporary / Permanent with end date)

NAME: _____ DOB: _____

Address: _____

Town/City: _____ Postal Code: _____

Home Phone: _____ Cell: _____ Email: _____

SECTION B - Documentation

The Board has received documents to verify the following:

- Certificate of Good Health (Custodial Positions)
- Copy of Diploma (Support Staff)
- Vulnerable Sector Screening Check – IF NEW EMPLOYEE: current VSS (within 6 mos)? Yes No
- Member in Good Standing with the Ontario College of Teachers
- Member in Good Standing with the Ontario College of Early Childhood Educators

Note: All offers of employment are conditional, subject to the receipt of the appropriate mandatory documents.

SECTION C: Recommendation

I recommend the Employee listed in Section A be hired by DSB1.

• Interview conducted? Yes No
• References checked? Yes No Date of Hire: _____ Time: _____

Name (Principal / Manager / Coordinator) _____ Signature _____

To be emailed to Human Resources after completion of Sections A + B + C Date: _____

SECTION D - Approval

Name (Human Resources) _____ Signature _____

Email: Sue.Holmes@dsb1.ca Fax (if email unavailable): 1-705-264-7034 Date: _____

BOARD LETTERHEAD

TO:

FROM:

DATE:

RE: REQUEST FOR PERFORMANCE APPRAISAL REPORT RESULTS

District School Board Ontario North East is considering offering employment to _____ and he/she has indicated that they are now/was in your employ. In compliance with the Education Act 227.43 (noted below) please check the appropriate box to indicate your Board's recommendation. Your immediate response will be very much appreciated. Please return to the Human Resources Department by fax (705-264-7034).

Thank you for your attention to this request.

Teachers Name:

There are no teacher performance appraisals on file.

Satisfactory Report (s) 1. Date of Report: _____
 (This includes: Good, Very Good 2. Date of Report: _____
 & Exemplary ratings)

Unsatisfactory Report - Please attached documentation to substantiate Unsatisfactory report (s)

 Please Print Name of Authorizing Person Signature

 Please Print Position Title Date

Education Act:

"277.43(1) A board that is contemplating employing a teacher shall contact the last board that employed the teacher, in any, in order to request,

a) copies of the performance appraisal documents that are in the possession of the board that relate to the last two performance appraisals of the teacher conducted by the board, if either of the last two appraisals resulted in an unsatisfactory rating;

b) copies of all documents relied on in conducting the last two performance appraisals of the teacher conducted by the board, if either of those two appraisals resulted in an unsatisfactory rating;

c) copies of any documents relating to the termination of the employment of the teacher or to a recommendation for the termination of the employment of the teacher that are in the possession of the board and that in the opinion of the board, may be relevant to the decision of the requesting board; and

d) copies of any documents relating to resignation by the teacher while on review status that are in the possession of the board and that, in the opinion of the board, may be relevant to the decision of the requesting board

2) A board that received a request under subsection (1) shall promptly inform the requesting board whether there are any documents to provide in response to the request and, if so shall promptly provide the documents."

cc: Superintendent