



At Emereau, we illuminate to embark; we investigate to discover; we innovate to transform; we cultivate to sustain; we celebrate to thrive - realizing the potential within us - we graduate.  $E=i^3c^2g!$

*Illuminate Investigate Innovate Cultivate Celebrate Graduate*

## **Emereau: Bladen Charter School Background Check Policy**

### **Purpose**

Emereau: Bladen Charter School is committed to maintaining a safe, professional, and high-quality educational environment for all students, staff, and families. To support this commitment, we carefully select and evaluate potential employees. As part of our hiring and retention process, Emereau requires comprehensive background checks to be conducted on all employees and, where applicable, volunteers or contractors who may have direct contact with students.

### **Scope**

This policy applies to all current and prospective employees, as well as volunteers and contractors as determined by school leadership.

### **Types of Background Checks**

Emereau conducts thorough background screening to ensure the safety and integrity of its school community. Background checks will include, but are not limited to, the following:

#### **1. Criminal Background Check**

- A comprehensive check of local, state, and federal criminal history records.

#### **2. National Sex Offender Registry Check**

- US Investigative Security Services Agency LLC will be used by Emereau to check the Sex Offender Registry.

#### **3. Employment History Verification**

- Confirmation of past employment including job titles, duties, and dates of employment.

#### **4. Education Verification**

Post Office Box 547  
995 Airport Road, Elizabethtown, North Carolina 28337  
Phone: (910) 247-6595 Fax: (910) 247-6643



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- Verification of all educational credentials and degrees claimed by the applicant.

#### **5. Credit History Check (if applicable)**

- For positions involving financial responsibilities, a credit check may be conducted in accordance with applicable laws and with the individual's written consent.

#### **6. Professional and Personal References**

- Contact with previous employers, supervisors, and other professional or personal references to assess the applicant's character, qualifications, and suitability for employment.

#### **Consent and Confidentiality**

Applicants will be required to provide written consent for all background checks. All background information obtained will be handled with strict confidentiality and used solely for employment purposes. Emereau will comply with the Fair Credit Reporting Act (FCRA) and all applicable federal and state laws.

#### **Employment Decisions**

The results of the background check will be considered as part of the overall hiring decision. A criminal conviction or other negative finding will not automatically disqualify a candidate but will be evaluated in relation to the responsibilities of the position. Emereau reserves the right to deny or terminate employment based on the outcome of background screenings.

#### **Disputes and Appeals**

If a candidate or employee believes there is an error in the background check report, they have the right to dispute the information with the background check provider. No final employment decision based on background check results will be made until the individual has had an opportunity to respond, as required by law.



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### **Retention and Recordkeeping**

Background check results will be securely maintained in accordance with applicable laws and school recordkeeping policies. Access will be limited to authorized personnel.

### **Policy Review**

This policy will be reviewed periodically and updated as necessary to ensure compliance with laws and alignment with the mission and values of Emereau: Bladen Charter School.

Board Approved/Reviewed: 6/10/25

Signature: *Don Qu*

Emereau Board of Directors Chair

Agent of Emereau

Signature: *Billy D. Hancock*

Title- Executive Director



## CONSUMER REPORTS RELEASE

In consideration of my prospective employment/membership or continued employment/membership, I (Print Full Name) \_\_\_\_\_

\_\_\_\_\_ understand that consumer reports or investigative consumer reports on my fitness for employment and character may be requested and/or obtained. These may include but are not limited to consumer credit information, criminal records, driving records, education transcripts and records, prior employment verification, workers compensation claims, civil court records, and other pertinent information. These reports may include information about my work experience, including reasons for separation from past employment. Further, I understand that various federal, state, and local agencies may be contacted for information about my past activities.

I hereby authorize without reservation, any party or agency contacted by \_\_\_\_\_ or its agent, to furnish the above-mentioned information.

I further authorize ongoing procurement of the above-mentioned reports at any time during my employment.

**PRINT FULL LEGAL NAME:** (First) \_\_\_\_\_  
(Middle) \_\_\_\_\_  
(Last) \_\_\_\_\_

List all previous names used (e.g., maiden name, aliases):  
\_\_\_\_\_

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

List all states in which you have resided during the previous seven years  
\_\_\_\_\_

Driver's License Number \_\_\_\_\_

Driver's License State \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_  
Month Day Year

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Disclosure Regarding Background Investigation**

US Investigative Security Services Agency LLC may obtain information about you from a consumer reporting agency for employment purposes. Therefore, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, personal history, general reputation, and can involve personal interviews with your neighbors or other associates. The information that may be collected includes, but is not limited to: criminal background, national sex offender registry, credit history, motor vehicle records, verification of your education or employment history. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. With regard to applicants for employment, the most common form of investigative consumer report obtained is an investigation into your employment history conducted by US Investigative Security Services Agency LLC.

Criminal background checks may not be used as the sole reason for denying employment, unless it is job-related. Regardless, Emereau has the right to make the final decision about employing an individual after the background check is complete.

Checking professional and personal references is an important part of the background check process. This provides Emereau with information on the potential employee's work ethic, skills and performance.

Information obtained from the background check process, including information from professional and personal references, will be used by Emereau only as part of the employment process and will be kept confidential by Human Resources.

A background check may also be completed during reassignment or promotion of an employee.

### Additional State Law Notices

If you live in, work in, or are seeking work for Employer ("Emereau Bladen Charter") from Massachusetts, Minnesota, New Jersey, New York, or Washington State, please note:

**Massachusetts Applicants/Employees:** You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency, US Investigative Security Services Agency LLC.

**Minnesota Applicants/Employees:** You have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of an consumer report by contacting the consumer reporting agency, US Investigative Security Services Agency LLC. The consumer reporting agency must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later.

**New Jersey Applicants/Employees:** You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency, US Investigative Security Services Agency LLC.

**New York Applicants/Employees:** You have the right, upon request, to be informed of whether or not a consumer report was requested from a consumer reporting agency by contacting the consumer reporting agency, US Investigative Security Services Agency LLC. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting, US ISS Agency.

**Washington State Applicants/Employees:** If Company requests an investigative consumer report from a consumer reporting agency, you have the right to receive a complete and accurate disclosure of the nature and scope of the investigation requested by Company. You also have the right to request from the consumer reporting agency, US Investigative Security Services Agency LLC, a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

## **NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

Background Investigation Bureau intends to obtain information about you from an investigative consumer reporting agency and/or consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be U. S. Investigative Security Services, LLC.

The company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.