

WESTCHESTER PUBLIC LIBRARY

BACKGROUND CHECK POLICY

July 12, 2001

The Westchester Public Library is committed to providing a safe environment for both patrons and employees and reserves the right to investigate the information provided by applicants and new employees in an attempt to select the best qualified applicants for work in the library.

The intention of the investigation is to complete the hiring verification process and to confirm information provided by the applicant/employee.

The required information may include, but is not limited to education, licenses, certifications, and degrees, employment history, criminal history, and driving records, if applicable.

Applicants for positions with the library may be required to complete the Reference and Background Check Consent Form as part of the application process, if it is deemed to be in the best interests of the library that the investigation be completed before hiring.

It is a condition of employment that new employees with the Westchester Public Library consent to background checks to determine if there is any falsification or omission of statements in the employment application or other documentation provided if an investigation had not already been performed as part of the selection process.

The applicant's/employee's signature on the Reference and Background Check Consent Form must be notarized and a copy of the form will be sent to the appropriate law enforcement agency for the appropriate limited criminal history check. The library will bear the cost of an initial check.

The results of any and all background checks, investigations and reference inquiries shall be reviewed by the appropriate departmental supervisor and compared with information provided by the applicant/employee.

If there are any discrepancies between the information gathered by the library and the information provided by the applicant/employee the applicant/employee may be asked to explain the differences. Any false information or omissions may be grounds for rejection of an application for employment, or disciplinary action may be taken with existing employees up to and including termination.

Information gathered by reference and background checks will be confidential. Information which may be released are names, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment.

Background checks will also be performed on all library volunteers