



To: Applicants for Positions at Union Public Schools

Re: Notice Regarding Required National Criminal Record Check(s) and Post Offer/Pre-Employment Drug Testing

Thank you very much for your interest in working for Union Public Schools. As required by Oklahoma State law for all school districts, **any applicant who is ultimately recommended to be hired for a position** with the Union Public School District (the District), **will be required to be electronically fingerprinted for a national criminal record search** conducted through the Oklahoma State Bureau of Investigation (OSBI) system. Additionally, it is a District requirement that **any applicant who receives a contingent offer of employment from the District must take and pass a pre-employment drug test.**

If you are recommended by the hiring administrator for a position at the District, a staff member in the Human Resources (HR) Department will contact you to give you specifics of the fingerprinting and drug testing process and to set a time for your HR new hire paperwork session.

The fingerprint process will require you to make an appointment with IdentoGo for your electronic fingerprints. You will be given specific instructions regarding this process. You must bring your driver's license or state-issued ID card with you for your fingerprinting session. Once fingerprinting is completed, the District will forward your demographic information to the State Department of Education for an OSBI criminal record search. Additionally, a criminal record search will be done through a private criminal record search provider. Information from either of the criminal record checks run by the District may disqualify you from employment with the District. You will not be required to pay any of the cost for the fingerprinting or for the national criminal record searches but will need to bring your IdentoGo receipt back to HR.

For the drug testing process, after receiving a contingent offer of employment you will be instructed to take a form (provided by HR) to the drug testing facility utilized by the District. You must complete your drug test within one hour of receiving the drug testing form. You will be provided directions to the drug testing facility. You will not be required to pay any of the cost of the drug test.

You must bring your IdentoGo fingerprint receipt back to the HR Department at your scheduled HR new hire paperwork appointment. You will not be eligible to be hired by the District until you have made the appointment for fingerprinting, brought back your fingerprinting receipt from IdentoGo, and met all other requirements communicated to you by the HR Department.

Note: A drug test result that is positive for illegal substances or positive for certain drugs for which the individual has no prescription, will disqualify the candidate from employment with Union Public Schools. If you are ultimately hired by the District, you will be hired for up to 60 days pending the results of your national criminal record checks. If, during that 60 day period, the District receives any information from the results of the national criminal record searches that disqualifies you from employment with the District (or if the District receives disqualifying drug test results after you have begun employment), your employment will be terminated.

We appreciate your understanding and cooperation in meeting requirements that assure appropriate hiring for public schools. Thank you again for your interest in working for the Union Public School District.