[RECOMMENDED ITEM: This item addresses practices boards are required to comply with by law, administrative rule, or other guidance, or which are strongly recommended by one of the attorneys we consult on policy matters.]

Genesee Joint School District #282

AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST EMPLOYMENT WITH SCHOOL EMPLOYERS IDAHO CODE 33-1210

Idaho Law requires Applicants for **any** position at any Idaho public school to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the applicant when the applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an applicant for any position, the District must request the applicant sign this form. If the applicant refuses or fails to sign this form, the District is not permitted to hire the applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any applicant.

This form:

1. Authorizes current and past public school employers of the applicant/undersigned on this form, including applicants outside of the State of Idaho, to release to the hiring school district all information relating to:

    A. The job performance and/or job related conduct of the applicant;
    B. Any pending or prior investigations of the employee;
    C. Any resignations during investigations or in lieu of contemplated disciplinary action; and
    D. Disciplinary actions for misconduct involving the applicant.

    It also authorizes these parties to make available to the hiring school district copies of all documents in the previous employer's personnel file, investigative file (regardless of outcome or finding, if any), or other files relating to the job performance of the Applicant

2. Releases the applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

Pursuant to state law, "documentation related to the job performance or job related conduct of any employee/applicant is defined as, and may be limited by the producing district to include: all annual evaluations, letters of reprimand, letters of direction, letters of commendation or award, disciplinary actions and documentation of disciplinary investigations, recommendations for probation, notices of probation, notices of removal from probation, recommendations for termination or nonrenewal, notices of termination or nonrenewal, notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate and any rebuttal documentation filed by the employee relative to any of the above documents." IC § 33-1210(2)(b).

§ 33-1210 RELEASE:

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring district via electronic means.

_____ _____

Signature of Applicant Date

_____

Printed Name of Applicant

_____

Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employer

- Information obtained through the use of this release will be used only for the purpose of evaluating the qualifications of the applicant for employment. This information will not be disclosed in any manner other than as provided by statute.

- A copy of this release and all information obtained through use of this release will be placed into the applicant's personnel file with the District upon employment of the applicant, if any.

- An applicant's failure to disclose any former school district employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

- By accepting an executed copy of this form, the hiring school district makes no guaranty or promise of employment to the applicant. Further, the hiring school district may employ the applicant on a conditional basis pending review of information gathered pursuant to this release. Such conditional employment is not a guarantee or promise of continued employment with the hiring school district for any length of time or pursuant to any additional conditions.