

**EMPLOYMENT SUITABILITY CHECK FOR DEPARTMENT OF EDUCATION EMPLOYEES,
AND INSTITUTE OF HIGHER EDUCATION TRAINEES
(CONFIDENTIAL)**

A. PERSONAL DATA FOR EMPLOYMENT/PLACEMENT SUITABILITY REVIEW (Please Print or Type)

Name: _____ Address: _____
Last First Middle Street City, State, ZIP

Any alias(es)/former names -- including maiden name: _____

Social Security Number: _____ Date of Birth: _____ Place of Birth: _____
Month/Day/Year City, State, Country

Position Title: _____ School or Office _____ Sex _____

Other previous (identify most recent) or current DOE employment: _____

B. STATEMENT OF PERSONAL BACKGROUND, EMPLOYMENT AND CRIMINAL HISTORY

- Have you ever been convicted of any of the following:
 Sex-Related Offenses? _____ Yes ___ No ___
 Child Abuse/Neglect Offenses? _____ Yes ___ No ___
 Substance/Drug Abuse Offenses? _____ Yes ___ No ___
 Any Violation of the Law (Felony & Misdemeanor) other than minor traffic offense involving a fine of \$50 or less? _____ Yes ___ No ___
- Have you had a teaching certificate or other professional license suspended, denied, revoked or not renewed? Yes ___ No ___
- Within the past 10 years, were you suspended, fired or asked to resign from any employment or separated from military service under conditions other than honorable? Yes ___ No ___
- Have you ever been diagnosed as having a mental or emotional condition which may affect your ability to responsibly manage, supervise, control and interact with children? Yes ___ No ___

Use the space below to explain any "yes" responses (write legibly and attach additional sheets if needed). For suspensions or dismissals from employment, please provide the name(s) and address(es) of your former employers. "Yes" answers do not automatically disqualify you from employment. Employment/placement decisions will depend on the circumstances of each situation.

C. SWORN CERTIFICATE AND AUTHORIZATION TO OBTAIN FINGERPRINTS AND VERIFYING INFORMATION

I swear that the above statements and information are true, complete and correct to the best of my knowledge and belief. I give my permission and will fully cooperate to be fingerprinted for FBI Criminal History Record Check. I authorize the Hawaii State Department of Education to obtain information from my current and past employers and references, and/or from any other source that may lead to the verification of the above-listed information; and waive the right to hold liable those persons for providing information or opinions which they believe to be accurate reflections of my personal background, employment history and/or criminal history. I agree that failure to declare, concealing, or falsifying criminal history, employment history, or background information to the department will constitute sufficient reason for immediate dismissal. I understand that my employment/placement with the Department of Education is conditional upon the completion of appropriate suitability checks and cannot begin (or continue) unless this statement is satisfactorily completed.

Date Legal Signature of Applicant/Trainee

D. REVIEW BY PRINCIPAL, SUPERVISOR OR HIRING/PLACING AUTHORITY (See instruction on back page)

Based on my screening of the information provided above, and subject to the validation of criminal history record check, I am satisfied that this person will not pose a risk to the health, safety and/or well-being of children. (Attach additional information and/or explanatory report when applicable.)

By: _____ Date: _____
Signature of Principal, Supervising or Hiring/Placing Authority

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BACKGROUND: Chapter 7 of Title 8, Hawaii Administrative Rules, entitled "Public School Personnel: Criminal History Record, Employment History, and Background Checks," requires employees, applicants, and institute of higher education (IHE) trainees who work in close proximity to children to be of reputable and responsible character. According this rule, the Department of Education (DOE) may conduct screening checks and may refuse to employ/place, and/or may terminate the employment of any employee, applicant, or IHE trainee who has a history, or background involving violence, alcohol or drug abuse, sex offense, offense involving children and/or any other circumstance with indicates that the applicant or employee may pose a risk to the health, safety, and/or well-being of children. This confidential form is used by authorized officials to identify possible areas of concern about an employee's, potential employee's, or IHE trainee's criminal, employment and/or behavioral history. The DOE may terminate, or refuse to hire or place an applicant, employee, or IHE trainee who fails to complete this form, falsifies information and/or fails to cooperate fully with this screening process.

SCREENING RESONSIBILITIES: PRINCIPAL, SUPERVISOR OR HIRING/PLACING AUTHORITY: Personnel Form 90 is completed by the employee, potential employee, or IHE trainee usually at the time of hiring/placing. Persons with hiring/placing and supervisory responsibility (principals, program coordinators, etc.) must ensure the proper completion and submittal of this form. They are also required to screen the completed form for each new employee prior to the effective date of employment or, at the time of form submittal if following-up on the backlog of previously hired employees. Additional clarifying information may be sought from this person if needed. When appropriate, former employers and/or other background references should be contacted to clarify or secure additional screening information. Appropriate action should be taken to delay, suspend, cancel or terminate the employment/placement of this person if information provided on this form or follow-up information indicates this person poses or may pose a possible risk to children. A short explanatory report of such action taken must be attached and submitted with the form. All reported information will be recorded on computer files for future reference. Supervisors and other persons with hiring/placing authority may call and consult with the district personnel regional office or the Office of Human Resources regarding related legal, contractual and/or procedural issues.

FORM PROCESSING: This form must be submitted to the appropriate district personnel regional or EBC Office. Personnel Form 90 will then be processed by the district personnel regional or EBC Office through the Hawaii Criminal Justice Data Center (HCJDC), where a search will be conducted for prior criminal history information. The HCJDC will provide a report to the DOE. The Office of Human Resources will notify the appropriate DOE supervisors if any further follow-up is required. Each employee is hired conditionally pending the results of this and other suitability checks including fingerprint screening against the FBI files. Each IHE trainee must be cleared for criminal history background before beginning training in a school.

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RESPONSIBILITIES

Employee, Potential Employee, or IHE Trainee – Completes Personnel Form 90 completely and accurately. Responds appropriately when requested to provide or clarify information.

Supervisor or Hiring/Placing Authority – Instructs the employee, potential employee, or IHE trainee to complete the form. Assures submittal of the form. Assures correct Social Security Number and pictured identification. Reviews the completed form for areas of potential concern prior to the effective date of employment/placement (or if following up on the backlog of employment suitability checks) at the time of form submittal. Follows up with prior employers and references as necessary. Takes appropriate action to prevent the employment/placement or continued employment of persons who may pose a risk to children. Submits Personnel Form 90 along with other employment forms and reports as applicable to the district office/state office.

Assistant/Complex Area Superintendent or Designee – Reviews Personnel Form 90, creates and maintains records on the computer file. Assures confidentiality of information.

Office of Human Resources – Creates and maintains records on the computer file. Records responses from the Hawaii Criminal Justice Data Center. Follows up on any reports generated by the suitability check. Assures confidentiality of information. Updates computer files regarding any action taken on employees, applicants, or IHE trainees based on the results of the HCJDC report.

Hawaii Criminal Justice Data Center – Conducts a name search of its files for criminal history if any, completes report below and forwards this form to the Office of Human Resources, Employee Background Check Section.

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FILE SEARCH DATA REPORT: By: _____ Date: _____
HCJDC Director, for the Attorney General

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SUMMARY REPORT OF ACTION TAKEN (if HCJDC search results indicate concern):

By: _____ Date: _____
Office of Human Resources