

## **G-3450 © GCF   PROFESSIONAL STAFF HIRING**

It shall be the policy of the District to employ and retain the best qualified personnel.

The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, religion, sex, sexual orientation, gender identity, disability, age, national origin, maternity and veteran status of an otherwise qualified individual.
- Candidates for all teaching positions shall be able to deliver quality instruction.
- Each candidate shall provide evidence of meeting state requirements for licensure or certification.
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.
- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.
- A person who makes a false statement, representation or certification in any application for employment with the School District may be denied employment or terminated/discharged.
- All offers of employment are contingent upon the satisfactory completion of criminal history and background investigations.
- Only persons directly involved in the employment decision affecting the specific applicant shall be permitted authorized access to criminal history record information or background information.

All offers of employment are contingent upon the satisfactory completion of background investigations.

*Adopted:* July 10, 2006

LEGAL REF.: 22-10A-5 NMSA (1978)  
28-1-2 NMSA *et seq.*