

MOORESVILLE PUBLIC LIBRARY
BACKGROUND CHECK POLICY

The Mooresville 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 this 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

Beginning October 1, 2020, each potential new hire within the Mooresville Public Library system must consent to an Indiana State Police Limited Background Check prior to employment. The information provided on this form will be used to complete the Indiana State Police Limited Criminal History check form.

The Library will bear the cost of this initial check. The results of this and any background checks, investigations or reference inquiries will be reviewed by the Director and the appropriate supervisor, and compared with information provided by the potential new hire.

The potential new hire may be asked to explain any discrepancies between the information gathered by the Library and information that individual provided. False information or omission may result in that potential new hire not being employed by the Library.

Information gathered by reference and background checks will be confidential.

Information which may be released are name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or first and last dates of employment.

Background checks will also be performed on all library volunteers, effective November 1st, 2020.

Approved, 8/3/2020