

Employee Screening Policy

All applicants for employment are required to:

- Submit a written application or résumé including information regarding educational and employment history as well as experience working with children
- Submit the names of three or more references—two of whom are unrelated to applicant
- Authorize the program to perform a national, state and local criminal records check, sex offender registry check, motor vehicle and, if permissible by law, child protective services check

Any applicant who does not agree to the application requirements above will be eliminated from further consideration for employment.

Prior to hiring any employee, the CASA/GAL program will:

- Conduct a thorough review of the applicant's written résumé or application
- Have at least one in-person interview
- Contact each of the applicant's three references, by mail or telephone, to ascertain appropriateness for the position
- Conduct a national, state and local criminal records check, sex offender registry check, motor vehicle and if permissible by law, child protective services check