CIS Background Checks (from employee handbook)

Background Check Pursuant to the New Mexico School Personnel Act 22-10A-5 NMSA 1978, the School may conduct work history, education history and or reference investigations on each candidate recommended for hire, including but not limited to, permanent full-time and part-time employees, substitutes, temporaries and volunteers. Each candidate will be subject to a criminal background investigation, including mandatory fingerprinting, at the school’s expense, as a condition of further consideration for employment.

Any offer of employment is contingent upon the satisfactory completion of all background investigations. Conviction of a crime shall not automatically bar an applicant from obtaining Corrales International School 23 Employee Handbook employment with the School, but pursuant to the Criminal Offender Employment Act, 28-2- 1 through 28-2-6 NMSA 1978, may be the basis for refusing employment.

Criminal background checks, as described above, shall also be conducted upon each contractor or contractor's employee, at the expense of the contractor or contractor's employee, if the contractor or contractor's employee has unsupervised access to students. In such cases, contracts shall be subject to the satisfactory completion of background checks.

With regard to existing employees, the School will conduct background checks every three (3) years or may conduct equivalent background investigations if the School becomes aware of facts, circumstances or conduct giving rise to a reasonable suspicion that the employee has a history which, if substantiated, may adversely affect his/her fitness to continue in employment with Corrales International School.

If the applicant for employment meets all other criteria for employment in the School, the applicant may be employed on a temporary basis for up to ninety (90) days pending receipt of the felony records search results.