

Admiral Farragut Academy

Background Check Policy

Office of Human Resources

All offers of employment at Admiral Farragut Academy are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and, as deemed necessary, on employees who move into other positions. No offer or acceptance of an offer is final until all the due-diligence has been completed and reviewed by Human Resources.

(Background checks also will be conducted on other personnel including substitute teachers, tutors, coaches, volunteers and contractors in direct contact with students, including but not limited to criminal background check and drug-testing.)

Background checks will include:

- **Verification of Eligibility to Work:** Confirms the applicant's eligibility to work in the United States (verification conducted through the Department of Homeland Security). [E-Verify Participation Notice](#)
- **Prior Employment Verification:** Confirms applicant's employment with the listed employers, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. At a minimum, this verification will be pursued on the past two employers, or the previous five years if more than two employers during that time.
- **Personal and Professional References:** Individuals listed as references by the applicant will be contacted.
- **Educational Verification:** Confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received. Typically, official transcripts provide such verification.
- **Florida Department of Education Screening.** Provides information on employment history in Florida, including alerts on the employee's record, discipline against educators, certification status, etc.
- **Verification of Required Licenses/Certifications:** Confirms applicant's claimed licenses and certifications that are required for a specific position.
- **Criminal History:** Includes review of criminal convictions and probation. By state law, certain offenses will automatically disqualify an applicant from employment in any position that requires direct contact with a student (see [Florida Statute 1012.315](#)). In addition, the following shall be considered:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.
- **Drug Testing:** Admiral Farragut Academy is a "Drug-Free Workplace" and pre-employment drug testing is designed to protect the school from the impact of drug abuse (see [Florida Statute 440.101](#) and [Florida Statute 440.102](#)). Following a conditional offer of employment, job applicants may be tested for the presence of a controlled substance. Any job applicant who refuses to submit to controlled substance testing, refuses to sign the consent form, fails to appear for controlled substance testing, tampers or attempts to tamper with a test, or fails to pass the pre-employment controlled substance test will not be hired or, if hired, will be terminated. A job applicant who receives a confirmed positive test result will not be hired or will be terminated if already hired. [Quest Diagnostics Pre-Employment Drug Testing](#).

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** Provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History:** Confirms candidate's credit history. This search will be run for positions that involve management of Admiral Farragut Academy funds and/or handling of cash or credit cards.