

Sample #1

NH STATE CRIMINAL RECORDS CHECK POLICY

Background

CSF has developed two sample policies related to background checks. The "*Sample NH State Criminal Records Check Policy*" and the "*Sample NH State and FBI Criminal Records Check Policy*". It is up to you, the provider, to determine which policy may be right for you. These sample policies may be used by approved education service providers for employees of service providers who have direct contact with students. Sample documents should **NOT** be considered as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under applicable state and federal laws. CSF expressly disclaim any warranties or responsibility or damages associated with or arising out of the information provided.

Sample Policy

All individuals having direct contact with students must submit to a State Criminal Records Check.

Conditional Employment

All persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the NH State Criminal Record Check. No selected applicant for employment shall be extended a conditional offer of employment until the **BUSINESSOWNER**, or his/her designee, has initiated the formal NH State Criminal Record Check process and has completed a background investigation.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a NH State Criminal Records Check which is satisfactory to **BUSINESS NAME**.

Final Offer of Employment

An individual who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a State Criminal Records Check which is satisfactory to **BUSINESS NAME**.

When **BUSINESS NAME** receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, **BUSINESS OWNER** shall bar the individual's access to students and dismiss said person within twenty-four (24) hours of the receipt of such report.

Independent Contractors

An individual who has been selected as an independent contractor may be contracted on a conditional basis, pending a successful completion of the NH State Criminal Record Check. Any person who is offered an individual contract will have clearly stated in such contract that his/her contract and continuation of the contract are entirely conditioned upon the completion of a NH State Criminal Record Check which is satisfactory to **BUSINESS NAME**.

When **BUSINESS NAME** receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, **BUSINESSOWNER** shall bar the individual's access to students and dismiss said person within twenty-four (24) hours of the receipt of such report.

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Sample #2

NH STATE AND FBI CRIMINAL RECORDS CHECK POLICY

Background

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Sample Policy

All individuals having direct contact with students must submit to a State and FBI Criminal Records Check.

Conditional Employment

All persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the NH State and FBI Criminal Record Check. No selected applicant for employment shall be extended a conditional offer of employment until the **BUSINESSOWNER**, or his/her designee, has initiated the formal NH State and FBI Criminal Record Check process and has completed a background investigation.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a NH State and FBI Criminal Records Check which is satisfactory to **BUSINESS NAME**.

Final Offer of Employment

An individual who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a State and FBI Criminal Records Check which is satisfactory to **BUSINESS NAME**.

When **BUSINESS NAME** receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, **BUSINESS OWNER** shall bar the individual's access to students and dismiss said person within twenty-four (24) hours of the receipt of such report.

Independent Contractors

An individual who has been selected as an independent contractor may be contracted on a conditional basis, pending a successful completion of the NH State and FBI Criminal Record Check. Any person who is offered an individual contract will have clearly stated in such contract that his/her contract and continuation of the contract are entirely conditioned upon the completion of a NH State and FBI Criminal Record Check which is satisfactory to **BUSINESS NAME**.

When **BUSINESS NAME** receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, **BUSINESSOWNER** shall bar the individual's access to students and dismiss said person within twenty-four (24) hours of the receipt of such report.

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