

Warren-Newport Public Library District **Staff Manual**

208 Employment Applications

Effective Date: 07/12/2006

Review/Revision Date: 06/20/2017

The Warren-Newport Public Library District (WNPLD) relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Upon offering a new position with WNPLD to an applicant who is 18 years or older, the District requires that applicant to undergo a criminal history check as a condition of employment. Having a criminal history or criminal conviction will not automatically preclude employment. The nature of the offense and its relevance to the particular job will be considered on a case-by-case basis.

In processing employment applications, WNPLD may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If WNPLD takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided as well as any other documents required by law.