

Moscow School District No. 281

650 N. CLEVELAND MOSCOW, ID 83843-3659 www.msd281.org
HUMAN RESOURCE OFFICE (208) 892-1126 DISTRICT OFFICE (208) 882-1120 FAX (208) 883-4440

AUTHORIZATION NOTICE on Idaho Code 33-1210 RELEASE OF INFORMATION ON PAST JOB PERFORMANCE

This form is required for applicants who are currently or were previously employed by a school district.

I wish to be considered for employment with the Moscow School District No. 281. I understand that as a part of the applicant process for a certificated or noncertificated position, Idaho Code 33-1210 requires the following action by the district:

Idaho Code 33-1210

- (2) Before hiring an applicant, a school district shall request the applicant to sign a statement:
 - (a) Authorizing the applicant's current and past employers, including employers outside of the state of Idaho, to release to the hiring school district copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance by the applicant; and
 - (b) Releasing the applicant's current and past employers, and employees acting on behalf of that employer, from any liability for as provided in subsection (4) of this section.
- (4) Not later than twenty (20) business days after receiving a request under subsection (3) of this section, a school district shall provide the information requested and make available to the requesting school district copies of all documents in the applicant's personnel record relating to job performance. The school district, or an employee acting on behalf of the school district who in good faith discloses information under this section either in writing, printed material, electronic materials or orally is immune from civil liability for the disclosure. An Employer is presumed to be acting in good faith at the time of the disclosure under this section unless the evidence establishes one (1) or more of the following: (a) that the employer knew the information disclosed was false or misleading; (b) that the employer disclosed the information with reckless disregard for the truth; (c) that the disclosure was specifically prohibited by a state or federal statute.
- (5) A hiring district shall request from the office of the superintendent of public instruction verification of certification status, any past or pending violations of the professional code of ethics, and information relating to job performance, as established by the provisions of subsection (11) of this section, if any, for applicants for certificated employment.
- (6) A school district shall not hire an applicant who does not sign a statement.
- (8) Information received pursuant to this section shall be used by a school district only for the purpose of evaluating an applicant's qualifications for employment in the position for which he or she has applied. Except as otherwise provided by law, a board member or employee of a school district shall not disclose the information to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment. A person who violates the provisions of this subsection may be civilly liable for damages caused by such violation.

Date

Signature of Applicant

Printed Name

An Equal Opportunity Employer-Educator