

HIRING

Master Policy

Paul R. Brown Leadership Academy is a NC is an equal opportunity employer and will not discriminate in the hiring process on the basis of sex, religion, race, color, age, disability, marital or veteran status, national origin, genetic information, or any other legally protected status. Paul R. Brown Leadership Academy of NC is also an "at-will" employer so that either the school or the employee may terminate the employment relationship at any time. Paul R. Brown Leadership Academy NC makes every effort to fill staff vacancies by promoting qualified current employees. If vacancies cannot be filled in that manner, the Organization will seek recommendations from knowledgeable sources and will, if necessary, advertise job vacancies through the media and other appropriate channels. The Headmaster is the only employee who can hire or fire any and all employees. Paul R. Brown Leadership Academy of NC will conduct its employee selection policies and procedures so as to achieve the best possible match between applicants for jobs and open positions. In no way will any school employee or manager exert personal or professional prejudice against any applicant because of sex, color, race, religion, age, disability, martial or veteran status, genetic information, national origin, or any other legally protected status. Obtaining references from third parties and criminal background checks are an important part of Paul R. Brown Leadership Academy of NC's hiring process. In addition to contacting the persons furnished to Paul R. Brown Leadership Academy of NC as references, Paul R. Brown Leadership Academy of NC may also contact other business associates, acquaintances, and friends. Paul R. Brown Leadership Academy of NC asks all references a series of questions about work experience, character, personal habits, educational background, and personality as they pertain to successful fulfillment Paul R. Brown Leadership Academy of NC's job requirements. In some cases, Paul R. Brown Leadership Academy of NC asks an outside firm for consumer reports. In such instances, Paul R. Brown Leadership Academy of NC will comply with the Fair Credit Reporting Act, and applicants will be notified before the report is requested and asked for written acknowledgment of such notification. If any negative information is obtained by an outside firm that results in Paul R. Brown Leadership Academy not hiring an applicant, he/she will be given the name and address of the reporting agency.

Applicants who falsify their job application or who furnish misleading information on their job application are subject to disciplinary action, up to and including an unpaid suspension or immediate termination, even if the fraud is uncovered at a date much later than the time in which the fraud actually occurred. Employment applications will be kept on file for 12 months from the date that the application is completed. Applicants may update this information periodically and a new 12-month period will follow each update. Every applicant will be informed of this procedure at the time of the initial application. All current pertinent applications will be reviewed when a vacancy occurs. Once an application reaches the "expiration" date, it will be removed from the file. Files will be checked on a monthly basis.

It is Boys & Girls Homes of NC's policy to employ only those persons who are entitled to work in the United States. It is also Company policy to comply with the immigration laws of the United States. Accordingly, all employees are required to have the legal right to work in this country. Boys & Girls Homes of NC will require individuals to comply with relevant immigration laws and regulations pertaining to an individual's right to work in the United States. All offers of employment are conditioned on the individual establishing the right to work in this country. Within three days of the first day of work, all individuals will be required to produce documents acceptable under applicable federal and state regulations to establish that right.

All job candidates will be required to provide proof of work eligibility and identification and complete the employee portion of the I-9 immigration form. This rule applies to former employees but not those who return from leaves of absence or who are transferred within Paul R. Brown Leadership Academy of NC. Job applicants will be assessed on the basis of their ability to perform the job for which they are interviewing, without regard to non-job-related criteria. If a potential employee is asked questions on a Company job application or in the applicant's job interview that do not relate to his/her qualifications for the job, but instead relate to his/her personal characteristics, beliefs, and opinions which are not relevant to the potential job for Paul R. Brown Leadership Academy of NC, the potential employee should not feel that the question must be answered. The applicant's opportunity to work at Paul R. Brown Leadership Academy of NC will not be jeopardized by his/her refusal to answer a non-job-related question. All recruiting will be on the basis of qualifications alone, without regard to race, color, religion, sex, age, national origin, disability, genetic information, or any other factor that does not pertain to the individual's ability to do the job. Background checks will be made on all new employees and medical examinations are required for personnel in some staff positions.