

Coventry Public Schools

PRE EMPLOYMENT REQUIREMENTS

In order to comply with various Federal and State regulations and to ensure the safety of all students and co-workers in our school system, all employees of Coventry public Schools must complete the following prior to the start of work.

1. Pre employment Physical

The results of your physical must be recorded on the attached Physical Examination Form. This form must be completed by your own physician. Please contact Human Resources if you do not have a physician and we will make arrangements for your physical examination.

2. Criminal Investigation Background Check

Once you have received a conditional offer of employment from the Coventry Public Schools, you should apply for this check. In any event you must make application no later than two weeks prior to the start of work. You may apply to the Bureau of Criminal Identification (BCI), Department of Attorney General (401) 421-5268, State Police Department (401) 444-1000, or the police department in your town or city of residence, for a national and state criminal records check. The easiest way to accomplish this is through your city or town.

Any fees associated with this background check are your responsibility.

Please make arrangements to have the results of the check sent to:

Coventry Public Schools
Attn: Human Resources Department
1675 Flat River Road
Coventry, Rhode Island 02816

Thank you for your cooperation in obtaining and completing these very important documents in a timely manner.

Please contact the Human Resources Department at 822-9400, ext. 228, if you have any questions.