Faith's Law

Employment History Review

*Faith’s Law EHR & New University Applicants / Current University Employees That May Transfer to a position with assigned work connected Laboratory School grounds or buildings:*

Effective July 1, 2023, when hiring a new applicant at the University who may work in a role **that involves the possibility of direct contact with children or students at the Laboratory School grounds or buildings** , the University must complete a Faith’s Law Employment History Review (“Faith’s Law EHR”). When a current University employee is transferred to a position with assigned work connected to the Laboratory School grounds or buildings, a Faith’s Law EHR is also required to be completed.

 The Faith’s Law EHR requires:

1. The applicant must complete a required Illinois State Board of Education (“ISBE”) [Faith’s Law Applicant Disclosure Form](https://hr.illinoisstate.edu/forms/#Forms6) confirming to the University that the applicant is not disqualified from employment at the Laboratory Schools.
2. The applicant must also complete the [Faith’s Law Current/Former Employer Response Form](https://hr.illinoisstate.edu/forms/#Forms6) for their current/former employers that fall into one of these categories:
	1. The applicant’s current employer;
	2. All former employers that were schools or school contractors; and
	3. All former employers where the applicant had direct contact with children or students.
3. The University must send the [Faith’s Law Current/Former Employer Response Form](https://hr.illinoisstate.edu/forms/#Forms6) to each of the employers identified by an applicant in the prior step. The information requested in the ISBE form poses questions about whether the applicant may have been the subject of an allegation, investigation or employment action relating to sexual misconduct in their prior employment. Employers that receive these requests for information must provide a response no later than 20 days after receiving the request for information.
4. The University must have no knowledge or information pertaining to the applicant that would disqualify the applicant from employment.
5. The Laboratory Schools will verify employment history with the ISBE’s educator licensure database.

University Human Resources will collect and maintain all current/former employer responses in the individual’s personnel records and will not be considered a public record. It may not be released under a Freedom of Information Act (“FOIA”) response. As with the Fingerprint Check, University applicants may begin their duties after the Faith’s Law EHR has been initiated even if the Faith’s Law EHR is not completed at the time the University applicants begin employment. Continued employment will be conditional until the Faith’s Law EHR is completed or until required time periods have passed.

Please contact Human Resources at hr@illinoisstate.edu or (309) 438-8311 for more information about the Faith’s Law EHR process for ISU employees.

*Faith’s Law EHR & Former University Employees*

Illinois State University will also be completing [Faith’s Law Current/Former Employer Response Form](https://hr.illinoisstate.edu/forms/#Forms6) for each University employee who had the potential of direct contact with children or students at the Laboratory Schools when that employee separates from the University. These forms will be the information provided to schools or school contractors requesting information under Faith’s Law about former University employees. If you need to request a Faith’s Law EHR for a former University employee, please contact Human Resources at hr@illinoisstate.edu or (309) 438-8311.