



Criminal History Background Check

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| <u>Effective start Date:</u><br><u>01/01/2019</u> | <u>Reviewed/Revised:</u><br><u>02/05/2019</u> | <u>Prepared/ Approved:</u><br><u>Brittani Fowler/ Program</u><br><u>Manager</u> |
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**Consent to Conduct Background Checks and Confidentiality**

Caregivers will be informed during the pre-employment process that an offer is subject to completion of background checks with results acceptable to Freedom Now Home Care, as appropriate to each position and as stated in the position description. Prior to conducting the background check, a signed, written consent will be obtained from the finalist. Refusal by the finalist to authorize the background check will make him/her ineligible for employment.

The information obtained through background checks is confidential and will be shared only with individuals with an essential business need to know. Records of the background check will be maintained in the Office of Human Resources in a file that is separate from the personnel file.

Information discovered through the background check process will be used solely for the purpose of evaluating a caregiver's suitability for employment. It will not be used to discriminate against a finalist on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information, marital/familial status, disability, military, or veteran status.

All offers of employment at Freedom Now Home Care are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.

Background checks will include:

**Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.

**Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.

**Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.

**Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

**Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:

- The nature of the crime and its relationship to the position.
- The time since the conviction.
- The number (if more than one) of convictions.
- Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

**Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

**Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of [Company Name] funds and/or handling of cash or credit cards.

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Signature

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Date