



## **Backgrounds Procedure: Reference Checks, Background Checks and Drug Testing, Rev. 6/10**

Christian Heritage requires reference checks and background checks for all paid positions, whether full- or part-time. Once a decision has been made regarding interest in hiring an applicant, a conditional offer-to-hire will be made contingent upon satisfactory completion of reference checks and background checks. Human Resources will check references and backgrounds for all candidates.

Background checks are required every two years after initial employment for all full-time and part-time employees.

Drug tests are required every two years after initial employment for all full- and part-time employees who transport youth.

Christian Heritage uses a third-party to conduct background checks. Applicants and employees will be required to fill out and sign the necessary release forms.

### **Background Checks**

- ✓ Applicant references from at least 3 people other than relatives
- ✓ Applicant Verification: SSN Trace
- ✓ Statewide and/or County Criminal History (state(s) lived last 7 years)
- ✓ National Sex Offender Registry
- ✓ Health & Human Services Adult and/or Child Abuse Registries (state(s) lived last 7 years)
- ✓ Nationwide Federal Criminal Search
- ✓ Multi-Court Jurisdictional Database Search
- ✓ Global Report
- ✓ Education Verification
- ✓ Department of Motor Vehicles History
- ✓ Google search by typing the individual's first name, first—last name, last, separating the name with a hyphen, rather than a space (Example: John-Doe)

Should a background check result in a negative record being identified, the offer to hire may or may not be confirmed. When the candidate's position will have direct contact with children or youth and Christian Heritage desires to confirm the offer to hire, Christian Heritage will obtain approval from its lead agency prior to confirming the offer to hire with the candidate. Human Resources will contact candidates to complete pre-employment drug screens if applicable to the open position (positions where an employee may transport youth).

### **Department of Motor Vehicles (DMV) Record**

If an applicant has six or more points assessed against his/her driving record within the most recent two-year period, the applicant will be disqualified from employment for any positions requiring a safe and valid driver's license record.

Individuals applying for other positions who have six or more points assessed against his/her driving record within the most recent two-year period may be eligible for employment, but will be restricted from using a Christian Heritage-owned vehicle until his/her DMV record shows less than

six points assessed during the most recent two-year period and will not be allowed to transport youth for any reason.

Current employees are required to have a safe and valid driver's license record for certain positions. If a record comes back with six or more points assessed against an employee's driving record within the most recent two-year period, the employee will be restricted from using a Christian Heritage-owned vehicle until his/her DMV record shows less than six points assessed during the most recent two-year period and will not be allowed to transport youth for any reason. If such a restriction prohibits the employee from performing his/her essential job functions, he/she may be subject to termination.

### **Drug Testing**

Any candidate or employee directly involved in the transportation of youth will submit to a drug screen test through Physician's Laboratory Services. If a conditionally-offered applicant/new-hire provides a diluted specimen for the pre-employment drug test, refuses to consent to drug testing or tests positive, he/she will be disqualified from employment and provided notification, both verbally and in writing, of such a decision.

Current employees who test positive on a drug screen test, have a diluted specimen or refuse to be tested will be subject to discipline up to and including termination.

### **Confidentiality**

All information obtained from the reference, background check and drug testing process will be used solely as part of the employment process and kept strictly confidential. All records pertaining to an applicant's or employee's references, background check investigation and/or drug testing results will be kept confidential by Human Resources. References, background check investigations and/or drug testing results related to applicants who are not hired will be treated as confidential and maintained with the individual's application materials until designated time of destruction.