



The Background Check Company

# Employment Policy Guidelines

## CRIMINAL HISTORY

FELONY		MISDEMEANOR	
No felony convictions (where the court's jurisdiction is pending, continuing or ended less than seven years ago) for a crime involving weapons, drugs, violence, theft, robbery, burglary, terroristic threats, or sexual offenses.		No misdemeanor convictions (where court jurisdiction is pending, continuing or ended less than five years ago) for a crime involving weapons, drugs, violence, theft, robbery, burglary, terroristic threats, or sexual offenses.	
Examples (not a complete listing): <ul style="list-style-type: none"> <li>• Assault</li> <li>• Arson</li> <li>• Burglary</li> <li>• Credit Card Fraud</li> <li>• Damage/Destruction to Property</li> <li>• Domestic Violence</li> <li>• Forgery</li> <li>• Fraud</li> <li>• Harassment</li> <li>• Homicide</li> <li>• Manslaughter</li> </ul>	<ul style="list-style-type: none"> <li>• Murder</li> <li>• Rape</li> <li>• Resisting Arrest/Fleeing Arrest</li> <li>• Robbery</li> <li>• Sexual Assault</li> <li>• Stalking</li> <li>• Theft / Shoplifting / Unlawful Taking / Receiving stolen property</li> <li>• Unemployment Fraud</li> <li>• Violation of Restraining/Protection Order</li> <li>• Weapons Charges</li> </ul>	Examples (not a complete listing): <ul style="list-style-type: none"> <li>• Assault</li> <li>• Arson</li> <li>• Burglary</li> <li>• Credit Card Fraud</li> <li>• Damage/Destruction to Property</li> <li>• Disorderly Conduct (2 convictions in 5 years)</li> <li>• Domestic Violence</li> <li>• Forgery</li> <li>• Fraud</li> <li>• Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Resisting Arrest/Fleeing Arrest</li> <li>• Robbery</li> <li>• Sexual Assault</li> <li>• Stalking</li> <li>• Theft / Shoplifting / Unlawful Taking / Receiving stolen property</li> <li>• Unemployment Fraud</li> <li>• Violation of Restraining/Protection Order</li> <li>• Weapons Charges</li> </ul>
<p>○ For the purpose of this policy a conviction includes a plea of guilty, verdict or finding of guilt regardless of whether sentence was imposed by the court.</p>			

## FAILURE TO COMPLY

## SEARCH CRITERIA

	One Source Total Check Plus
Failure to comply with procedures will be considered a failure to meet the minimum requirements for employment. This includes but is not limited to: <ol style="list-style-type: none"> <li>1. Failure to sign the Applicant Release Authorization</li> <li>2. Any other failure to comply with the Employment Policy Guidelines</li> </ol>	<ul style="list-style-type: none"> <li>• Applicant Verification (SSN Trace)</li> <li>• Multi – Court Jurisdictional Database (Over 350 Sources)</li> <li>• National Sex Offender Registry</li> <li>• Global Watch (FBI Most Wanted, DEA Most Wanted, ATF Most Wanted, OFAC, Terrorist Watch List, Etc...)</li> <li>• County Criminal - Statewide Where Available</li> <li>• Federal Criminal Search</li> <li>• SAMSHA Approved minimum 5 panel drug test</li> </ul>

A CONVICTION OF A CRIME DOES NOT NECESSARILY BAR AN INDIVIDUAL FROM CONSIDERATION OF EMPLOYMENT WITH THE COMPANY. FAILURE TO DISCLOSE INFORMATION SUCH AS CONVICTIONS OR PLEAS OF GUILTY DURING THE APPLICATION PROCESS WILL BE GROUNDS FOR TERMINATION AND/OR REVOCATION OF JOB OFFER