

ABC ORGANIZATION POLICY AND PROCEDURE

APPROVED ON: 00/00/XXXX

REVIEWED ON: 00/00/XXXX

REVISED ON: 00/00/XXXX

NARR STANDARD A2f.

CRIMINAL BACKGROUND CHECKS FOR STAFF

Background checks are conducted for all candidates for employment prior to any work assignment. As part of the ABC Organization hiring process, employees in certain classifications must successfully pass a background check. The level of background check conducted depends on the position. The standard items on all background checks include: criminal history, former employment, address, name, and social security number verifications. Additional information, based on the position include: education degree verification and personal credit history. Education degree verification is checked for all positions with a minimum qualification of a bachelor's degree or higher. Personal credit history is checked for positions that handle ABC Organization finances as a key component of the job. ABC Organization may conduct additional background checks at any time during one's employment without notifying the employee. All background checks are conducted by an outside provider and the employee has a right to request a copy of his/her background check results from the company. Background check results are considered property of ABC Organization.

An offer of employment will be made only after all required approvals have been obtained and references and credentials are verified.