

POLICY FOR BACKGROUND CHECKS

Background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

- 1 Background checks will be conducted in accordance with Federal and State laws.
- 2 All individuals who are working to determine the eligibility of a candidate will be familiar with the Federal and State laws governing screening of applicants.
- 3 Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on a background check will be made consistent with this policy and any applicable law or regulations.
- 4 If a criminal record is received from the PCUUC preferred provider, the authorized individual (PCUUC Admin) will closely compare the record provided by the PCUUC preferred provider with the information on the background check request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- 5 If PCUUC is inclined to make an adverse decision based on the results of the background check, the applicant will be notified immediately with a pre-adverse action letter modeled from the First Advantage sample letter. The applicant shall be provided with a copy of the background check report and a summary of rights.
- 6 Applicants challenging the accuracy of the background check record shall work with First Advantage directly to clear the incorrect information from their record as stated in the pre-adverse action letter. The applicant will have 5 business days to submit any information they believe will help the PCUUC Admin or the Child Protection Committee make a better-informed decision on their eligibility for working with children and youth at PCUUC.
- 7 If PCUUC reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section 4 on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - (a) Relevance of the crime to the position sought;
 - (b) The nature of the work to be performed;
 - (c) Time since the conviction;
 - (d) Age of the candidate at the time of the offense;
 - (e) Seriousness and specific circumstances of the offense;
 - (f) The number of offenses;
 - (g) Whether the applicant has pending charges;
 - (h) Any relevant evidence of rehabilitation or lack thereof;
 - (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority
- 8 PCUUC will notify the applicant of the decision and the basis of the decision in a timely manner.