

Safeguard Your Clients and Your Agency with Comprehensive Background Checks



If you engage an employee or volunteer without a proper background check, and that person causes others harm while working with your organization, you could be sued and found liable for negligent hiring practices!



Safeguard your clients, your agency and reputation by following the procedures below BEFORE engaging volunteers or employees.

Stop Jobseekers with Questionable Backgrounds



- Always require a signed application and background check from potential job applicants and volunteers — No exceptions!
- Establish a company-wide policy and follow it consistently.
- Document the level of background check needed for each position.
- Check with your legal counsel to verify compliance with state and federal laws.

Your Application Should:



- Require a 10-year job history and a signature.
- Include a background check authorization, written by your legal counsel.

Example: “Our policy is to avoid engaging individuals who have a history of sexual abuse, molestation, criminal activity, unsafe driving behavior or other misconduct. By signing our application, you give us permission to conduct a background check. You are hereby notified that a thorough background check will be completed.”

Carefully Screen Those Who Submit a Signed Background Check Authorization



Use of background checks to determine if the applicant has:

1. A history of sexual abuse
2. A criminal record
3. Poor driving history

DEPENDING ON THE POSITION, YOUR BACKGROUND CHECK MAY INCLUDE (IN ORDER OF PRIORITY):

1. A child abuse and neglect report from your state
2. A fingerprint check through the national FBI Clearinghouse
3. A state police criminal background check
4. A motor vehicle report
5. Review of Local Molester list published by the local police department
6. A credit report
7. Interview of three personal references

Proceed with Engaging Prospective Employees and Volunteers Only if Everything Checks Out



Maintain thorough documentation of your screening efforts.

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