

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 204 – Reference and Background Checks

Introduction

A candidate's offer of employment is contingent upon proper completion of the Partnership's employment application, satisfactory reference checks, and satisfactory pre-employment qualifications – including background checks and skills assessment. Partnership Human Resources or the hiring manager is responsible for verification of the finalist's work background, credentials, and references. Human Resources is responsible for conducting the criminal history and motor vehicle checks at the offer stage for each finalist.

Background Checks

All finalists who have been recommended for hire will undergo criminal conviction review and motor vehicle check. Human Resources will conduct the criminal record and motor vehicle checks at the offer (contingent) stage for each finalist who has been recommended for hire. As a condition of employment, the finalist is required to complete a Partnership background authorization form to have a criminal conviction and motor vehicle record investigation.

Conviction(s) and/or motor vehicle violations revealed through the background check may not necessarily result in a bar to employment. All convictions are evaluated on a case-by-case basis in consultation with the president, considering the nature and gravity of the conviction, time elapsed since the conviction, and job-relatedness.

In addition, the Partnership may perform background checks every three years for field staff and every 5 years for non-field staff. Criminal convictions and driving violations may result in termination or driving restrictions for work, respectively, as evaluated on a case-by-case basis in consultation with the president. Please see Section 501 – Employee Conduct and Work Rules, concerning self-reporting of arrests and drivers' license suspension.

Created /Evaluated		Description of Change
Revised	January 2010	
	October 2016	Changed the time frame for background checks for current employees from annually to 3 years for field staff and 5 years for non-field staff
	March 2020	Condensed policy