

## **Pre-employment Screening Policies**

All candidates for employment with GSOSW are required to undergo employment verification and reference checks. Additionally, once a candidate accepts a job offer with GSOSW, they must submit to, and pass, a criminal background check, motor vehicle driving records review (if applicable to their job duties), and complete a Form I-9 to verify eligibility for employment in the United States. All screening results are stored in the employee's confidential personnel file, and information is kept as confidential as possible. Please contact HR for more information on specific requirements.

### **Criminal Background Checks**

Criminal background checks are required for all prospective employees ages 18-years and older, and are conducted after they have accepted a job offer. Results from criminal background checks must be received prior to an employee's first day of work. Background screenings are conducted in accordance with all applicable laws, including the Fair Credit Reporting Act (FCRA). Background check results are evaluated by a third party processor, on a defined set of criteria, based on expert recommendations from GSUSA. Background re-checks may also be required for existing employees.

### **Minor Background Checks**

Minor employees, under 18-years of age, are not required to submit to criminal background screenings. However, camp staff under 18-years of age will be required to complete a minor authorization form for parental consent, a voluntary disclosure statement, and will be checked against the National Sex Offender Public Registry.

### **Rehired Employees**

Rehired employees with a break in service of less than 12-months are not required to submit to a new criminal background check upon rehire.

If the break in service is greater than 12-months, the rehired employee will have to submit to a new background check prior to their date of rehire, subject to the same terms and conditions as newly hired employees.

### **Motor Vehicle Records Review**

All GSOSW prospective employees who may drive as part of their job duties, will be subjected to a motor vehicle records review. Screenings are conducted in accordance with all applicable laws, including the Fair Credit Reporting Act (FCRA). All motor vehicle records are reviewed based on expert recommendations from the council's current insurance provider, legal counsel, and the recommendations of GSUSA.

Employees who have not submitted to a motor vehicle records review are not authorized to drive for council-related purposes, for any reason, as they are not covered under the council's commercial auto insurance policy. See the Driving policy for additional information.

### **Existing Employees' Obligation to Report**

Existing employees are required to report any new criminal convictions, motor vehicle moving violations, or convictions of driving while intoxicated or otherwise under the influence, that occur during their active employment.

Existing employees are held to the same standards as prospective employees, therefore, any new conviction that would have made an employee ineligible for hire, qualifies as reason for potential termination of employment.

Accumulation moving violations or a conviction of driving while intoxicated or otherwise under the influence, may render an active employee ineligible to drive on behalf of GSOSW. Suspension or revocation of a driver's license will render an employee ineligible to drive on behalf of GSOSW. If driving is a required job duty, the employee may be subject to termination.