

# Background Check Policy

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**Effective Date:** September 27, 2010

**Approved by:** Cheryl Ashpaugh, Director of Human Resources

**Policy Owner:** Director of Human Resources

**Last Reviewed:** July 1, 2019

**Last Revised:** July 1, 2019

**Revision Approved by:** Dana Collins, Director of Human Resources

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Applicant/prospective employee pre-employment background checks must be requested to the Human Resources Department via email.

Once the request is received, Human Resources will initiate that pre-employment background check. Human Resources will contact the requesting department by email of the status of the completed background check.

Purchasing and Human Resources will work together to insure the billing charges for background checks are charged to the appropriate requesting departments.

If the background check returns as clear, the requesting department may make an employment offer to prospective candidate.