BACKGROUND CHECK POLICY

Background Check

[Employer] requires applicants and employees to satisfactorily complete a background check. [Employer] will consider your job duties, among other factors, in determining what constitutes satisfactory completion of a background check. All information obtained as a result of a background check will be used solely for employment purposes.

Before terminating the employment of an employee, declining to hire an applicant, or taking any other kind of adverse employment action based on information in a consumer report, [Employer] will notify the employee or applicant of the potential adverse action and provide the employee/applicant a copy of the consumer report and a summary of consumer rights under the Fair Credit Reporting Act ("FCRA").

If a final adverse action determination is made based on information in a consumer report, [Employer] will provide the applicant or employee with an adverse action notification letter that includes: notice of the adverse employment action; the contact information of the consumer reporting agency that provided the consumer report; a statement that the consumer reporting agency did not make the adverse employment decision and cannot provide the applicant or employee with specific information about the reasons underlying the adverse employment; and notice of the applicant or employee's rights to obtain a free copy of a consumer report from the consumer reporting agency within sixty (60) days of the applicant or employee receiving notice of the applicant's or employee's right and dispute the information in the consumer report with the consumer reporting agency.

Authorization

When a background check is required, you must complete [Employer]'s authorization form. Failure to timely complete an authorization may result in termination of the consideration of your application. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

Confidentiality

All background check information will be kept confidential. [Employer] complies with all applicable federal, state and local laws regarding background checks.

Administration of this Policy

If you have any questions regarding this policy or if you have any questions about background checks that are not addressed in this policy, please contact the [Human Resources Department].