

BACKGROUND CHECK POLICY (December 2016)

Background Check

Becky Dorner & Associates Consulting (BDAC) may require applicants and employees to satisfactorily complete a background check. BDAC will consider your job duties, among other factors, in determining what constitutes satisfactory completion of the background check. All information obtained as a result of a background check will be used solely for employment purposes.

Authorization

When a background check is required, you must complete a BDAC authorization form. Failure to complete an authorization in a timely manner may result in termination of BDAC's 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, and only shared with facilities as needed for employment and to comply with all related federal, state and local laws regarding background checks. BDAC complies with all applicable federal, state and local laws regarding background checks.

Administration of this Policy

The Office Manager is responsible for the 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 Office Manager.

Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of the Becky Dorner & Associates Consulting 's BACKGROUND CHECK POLICY, dated December 2016 and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help BDAC's employees to comply with required regulations for work with patients/residents. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature

Printed Name

Date