

# **Goodwill Industries of NW Ohio Pre-Employment Criminal Background Check Policies and Procedures----15**

Applies to: All Executive, Pro-tech, Service and Support

## **POLICY**

All offers of employment to candidates are contingent based on the completion of a criminal background check and social security number search among other contingencies determining employment eligibility. A criminal background check will consist of a social security number search and a criminal conviction search per county. Goodwill assumes full cost of these activities.

## **PROCEDURES**

1. The hiring supervisor forwards the application for employment and the completed background check release form to the Human Resources Department as soon as a contingent offer of employment has been made.
2. Human Resources reports results of the social security and criminal history check to the hiring supervisor. If it is determined that a candidate has falsified the application, resume, background check release form or misrepresented themselves during the interviewing process Goodwill reserves the right to withdraw the offer of employment and/or terminate employment immediately. Credit, driving, civil, education and other types of background checks may be performed if applicable for the position.
3. Criminal convictions will not necessarily disqualify an individual from employment with Goodwill. The decision to hire the applicant who has disclosed a criminal conviction is at the discretion of the hiring supervisor. The hiring supervisor must notify the Human Resources Department of any action to be taken regarding the applicant. At this time, the President is to be made aware of any course of action pertaining to the employment of the prospective employee. The President reserves the right to override any decision related to hiring.
4. The criminal background check must be completed and reviewed before the prospective employee can begin working.
5. If appropriate, credential checks may be done in addition of criminal checks.