

Background Check Policy

Adopted June 2024

Purpose

The purpose of this policy is to establish guidelines for the use of background checks and to describe the types, uses, and storage of information collected in background checks at The Center Project.

Scope

This policy applies to all potential or current employees.

Background Checks

The purpose of running background checks is to determine employment eligibility. All offers of employment at The Center Project are contingent upon a background check screening.

All potential employees will be asked to complete a [Background Check Authorization](#). Background checks are submitted through First Advantage and will include verification of:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation.

If applicable to the position, the following additional background screenings may be required:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

- **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of funds and/or handling of cash or credit cards.

Background check results will be reviewed by an ad-hoc committee of TCP Board Members.

Disclosure

TCP will provide a copy of the results of Background Checks to all applicants. If items on the applicants' background check raise questions, TCP will communicate directly with the applicant about those items.

The existence of a criminal record will not automatically disqualify an applicant from employment. In the event that an applicant's background check includes a criminal offense, TCP will conduct an individualized inquiry to determine whether the offense would impact eligibility. Factors that may be taken into consideration include, but are not limited to:

- The nature and gravity of the offense
- The nature of the position being sought, including the specific duties and responsibilities of the position
- The relevance of the offense to the position being sought
- The time that has elapsed since the offense
- The age of the applicant at the time of the offense
- The facts or circumstances surrounding the offense
- The number of offenses for which the individual was convicted
- Relevant evidence of rehabilitation, including education and training following the offense
- The applicant's employment history before and after the offense
- Employment and character references
- False statements or material omissions
- Whether hiring an applicant would pose an unreasonable risk to TCP
- Any other factors mandated by federal or state law

Privacy

The Center Project is committed to protecting the privacy of all individuals seeking employment with us. Background check results will be kept confidential and only shared with individuals who have a need to review the information for employment decisions. Results will be stored electronically.

Policy Review

This policy will be reviewed and updated as necessary to ensure that it remains current and effective.

