

Title: Employee Background Investigation

Purpose: To ensure that a candidate is suitable for employment regarding reliability; trustworthiness; and of good conduct and character.

I. Policy

Once a conditional offer of employment has been extended by the hiring manager, Holiday Beech Villas (HBV) may require a criminal history check for all full-time and part-time employees whose job responsibility may require them to enter units.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with HBV. Depending on a variety of factors (for example, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with HBV.

An offer of employment may be extended to an applicant prior to the completion of the criminal conviction check. However, the applicant's first day of work in the position must not be prior to the satisfactory completion of the criminal conviction check.