



## ***BACKGROUND CHECK POLICY***

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### **Purpose:**

The purpose of this policy is to describe the terms and conditions under which background checks are conducted. NV Service Group is a comprehensive cleaning, landscaping, and snow removal company, a diverse community committed to providing its clients with a quality service at a reasonable price. NV Service Group believes that hiring qualified and trustworthy individuals to positions contributes to the companies overall strategic success. Background checks serve as an important part of the selection process.

### **Policy:**

NV Service Group conducts background checks on all job candidates post-offer (contingency offer). NV Service Group may also use a third party administrator to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate, the overall character of the applicant, and determine his/her suitability for employment.

NV Service Group will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.

All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.

NV Service Group reserves the right to make the sole determination concerning information or any employment decision arising out of the background check.

NV Service Group requires all contractors who may perform work for NV Service Group to be in compliance with this policy.

### **Offer of Employment Process**

Once a candidate has been identified for hire, the hiring manager submits an Employment Recommendation Form to Human Resource. Once Human Resource approves the Employment Recommendation Form, the hiring manager will be notified to extend an offer of employment to the finalist.

When verbally making the offer of employment to the successful candidate, the hiring manager must inform the candidate that the offer is **contingent** upon the successful results of the background check. Human Resource then conducts any and all applicable background checks on the final candidate.

### **General Guidelines:**

1. **NEW HIRES:** Background checks are required for all new hires. This includes all full-time, part-time and temporary part-time employees. The background check must be completed and results verified **before** any employee begins work. At no time should an employee begin work until the Office of Human Resource has verified results of the background check.
2. **REHIRES:** A background check is required for all rehires that have been separated for longer than 90 days.
3. **EMPLOYMENT CONTINGENCY:** Background checks are to be processed after a contingent offer of employment has been extended to the applicant. Note: *The offer of employment is contingent upon the successful results of the background check.*
4. **AUTHORIZATION BY APPLICANT:** The candidate must authorize the background check. This is done by having the applicant complete the [Employment Background Authorization](#) form. This form is available on the NV Service Group intranet.

Note: ***All applicants must complete an Application for Employment and Employment Background Authorization form as this is required to be submitted to the third party administrator conducting the background check.***

### **Verification of Background Checks**

1. The results of the background check will be sent directly to Human Resource.
2. The Staffing Manager will review the report. If any discrepancies or criminal history are noted, the Staffing Manager will notify Human Resource and Corporate Legal Attorney for final determination.
3. If the background check is favorable, Human Resource will notify the hiring manager that the candidate is approved to begin employment.

### **Adverse Action Notifications**

1. If a background check is returned with unfavorable results, Human Resource will notify the hiring manager.
2. The Office of Human Resources will contact the candidate to inform him/her that NV Service Group is rescinding its contingent offer of employment.