



## Criminal Background Check Policy

September 2, 1997

In accord with Ohio Revised Code 173.41, all applicants for employment with a PASSPORT agency who come into direct contact with clients are required to submit to a criminal background check prior to employment.

The following positions meet this requirement:

Home Delivered Meals      Driver      Jumper      Social Worker

Additional positions may be added in the future based on publication of new rules by the Ohio Department on Aging or contractual requirements of the Ohio Department on Aging or the Western Reserve Area Agency on Aging.

1. A log of all applicants for all GAC positions will be maintained by the Administration Coordinator.
2. An addendum to the employment application has been created. The addendum
  - a. is to be used ONLY for the positions described above.
  - b. Advises applicants of the Criminal Background Check requirement
  - c. Advises applicants that they are responsible for securing and paying for a fingerprint sample should they be offered the position
  - d. Requires disclosure of any criminal convictions
  - e. The Administrative Assistant is required to secure proof of five years residency. If such proof is not available, a FBI check will be required in addition to the BCII check.
3. Ohio Department on Aging rule 173:3-1-13 will be used to evaluate if an applicant can continue employment with a criminal record.
4. A log of criminal background checks with status dates has been created. Updating that log is the responsibility of the Administration Coordinator.
  - a. No employee is to put to work, even on a temporary basis, until the fingerprint sample is secured.
  - b. Criminal background checks are to be requested by the Administration Coordinator within two days of submission of the fingerprint sample.
  - c. The Administration Coordinator is responsible for tracking background checks. If no response is received within 45 days, the Administration Coordinator is required to immediately notify the Executive Director or Associate Director who will initiate follow up contacts with the Bureau of Criminal Identification and Investigations.



# JOB APPLICATION ADDENDUM

## Criminal Background

Ohio law requires that agencies supported by various federal and state programs must submit certain job applicants to a criminal background check prior to employment. You are applying for a position requiring a criminal background check. Please read the following before completing this page and continuing with the application:

1. I understand that I am applying for a position requiring a criminal background check.
2. I understand that if I am considered for this position, I must submit a fingerprint sample completed at my expense prior to beginning work.
3. I understand that if my background check indicates that I have been convicted of certain criminal offenses, I will be terminated immediately. [Not all offenses prohibit continued employment.]
4. I also understand that the Golden Age Centers is required to terminate my employment immediately if the background check is not returned by the Ohio Bureau of Criminal Identification and Investigations within 60 days of beginning employment.

### Please answer the following questions

1. How many years have you resided in the State of Ohio? \_\_\_\_\_

2. Have you ever been convicted of a crime in the State of Ohio?       NO       YES

3. If you answered YES, please answer the questions below:

Crime: \_\_\_\_\_

Date of Crime: \_\_\_\_\_

Date released from prison: \_\_\_\_\_

[If you have been convicted of more than one crime, use the back of this page to provide additional information]

Applicant Signature

Date Signed

Print Applicant's Name \_\_\_\_\_