

**Brown Township
Delaware County, Ohio**

**Background Check Policy
Effective 9-8-2020**

Before employment may begin at Brown Township, positions are contingent upon clear results of a background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.

Background checks for all employees may include:

- **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.
- **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.

The following additional background check will be required if applicable to a sensitive position. A sensitive position is one that includes the handling of township or public funds as part of the job duties:

- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.

The following additional background searches will be required if applicable to the position:

- **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.