

16.02 Background Checks

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to conduct background checks on all participants who are admitted into a Career Services program.

Procedure:

Upon admission to a Career Services program, the participant will sign a consumer authorization form to allow a background check. Refusal to consent to a background check constitutes dismissal from the program. The referring counselor will be notified upon dismissal.

Upon consent, an assigned staff member may conduct the following background checks:

- Ohio Department of Rehabilitation and Correction
- Electronic Sex Offender Registration and Notification
- Licking County Municipal Court/Knox County Municipal Court
- Open On Line
- E-Verify

Background check information will be used in determining appropriate training, training sites and job placement sites.

All background check information will be safeguarded as per Policy 7.01, *Confidentiality*.