

Pre-Employment Investigations

_____ [name of company] will not hire or contract with persons convicted of a criminal offense or who have been disqualified, excluded or debarred by any federal or state agency.

For each applicant, the Human Resources Department will perform the checks listed below while maintaining appropriate levels of confidentiality. The prospective employee must provide his or her consent, or will not be considered for the position.

- Verify academic degrees listed on resume or application forms.
- Verify prior employment listed on resume or application forms for past seven years, including military
- Provide proof of citizenship or eligibility to work in US. (ICRA, I-9)
- Verification of any professional licenses
- Social Security verification
- Criminal conviction and civil litigation check (with consent) for past seven years, as defined in 42 U.S.C. § 1320a-7(I), or would be subject to exclusion under 42 U.S.C. § 1320a-7(b)(f)
- Department of Motor Vehicles check if job involves driving
- FCRA (credit bureau) check (with consent) if job involves sales, or job has a high degree of sensitivity
- Drug screening
- Review of General Services Administration List of Excluded parties (exclusions database at <http://oig.hhs.gov/>).
- Review of Specially Designated Nationals List (restricted parties) at <http://www.treas.gov/offices/enforcement/ofac/sdn/> or http://apps.nasd.com/Rules_&_Regulations/ofac/