



Background Check Policy

(updated 02/2015)

To protect the welfare and provide for the safety of the students, employees, visitors and resources of Goshen College, background checks will be conducted by the Office of Human Resources on new employees and employees re-hired within 2 years after they left employment. The scope of the investigation is determined by the requirements and responsibilities of the position. Goshen College also reserves the right to conduct a background check on current employees as it deems necessary. Applicants will be advised that a background check is a condition of employment and that all convictions of a felony level must be acknowledged on the application. Contractual employees and volunteers may be required to undergo appropriate background screening dependent on duties, but will always be required for persons in close contact with students. Vendors whose employees provide service to Goshen College will be expected to give assurance they conduct appropriate background searches for prospective employees.

Procedures:

1. The candidate of choice for employment for all Goshen College positions will have a reference check completed before an offer to hire is made. At least 2 reference checks will be completed, that include at least one work-related contact.
2. All other background checks will be completed after a conditional offer of employment is made and accepted by the applicant. Employment may begin before the information has been received, with the understanding that continuation of employment is dependent upon the information received and must be deemed acceptable by the search committee/hiring director, appropriate vice-president, and human resources director.
3. Applicants for positions at Goshen College will be informed during the pre-employment process that employment is subject to completion of specific background checks with results acceptable to the college. Permission of the applicant is required prior to the check being initiated, and will be requested during the application process. This information will be included in all the job announcements posted on the college employment web page. Failure to give permission will result in the conditional offer of employment being withdrawn. The applicant will be informed of the specific background checks to be conducted when he/she is notified of their status as candidate of choice.
4. The candidate of choice for all Goshen College positions will have a criminal history check completed, which may be local, state, national, or international depending on the residences and work location of the candidate.
5. The candidate of choice for all Goshen College positions will have a sex offender registry report completed.
6. The candidate of choice for all Goshen College positions that require a Baccalaureate or Graduate degree, professional license, certificate, or accreditation may be required to furnish acceptable proof of said status. If the proof provided is deemed unacceptable, Goshen College may order a background check on the relevant status of the applicant.
7. The candidate of choice for all Goshen College positions that involve access to significant college funds will have a credit history report completed.

8. The candidate of choice for all Goshen College positions requiring driving responsibilities or operation of College vehicles (owned, rented, or leased) will have a motor vehicle history report completed. Candidates who will operate vehicles requiring a Commercial Driver's license will have the mandatory federal tests and examinations successfully completed before beginning work.

9. The information obtained through employee screening checks will be maintained in electronic format in the Human Resources Office. All state and federal laws will be observed in the collection, distribution and maintenance of screening reports, including the Fair Credit Reporting Act.

10. Goshen College will use a third party provider to do background checks.

11. When a background test reveals information that makes employment at Goshen College questionable, a committee comprised of the search committee chair/hiring supervisor, respective vice president, and director of human resources will convene to review the information and determine if the conditional offer to the candidate should be rescinded. Additional employees may be added to this process by the committee if needed. Legal counsel may be sought depending on the information and circumstances. The candidate will be given notice of the information received, and have the opportunity to reply to the committee or its designee prior to a final decision

12. Discrepancies between the information a job applicant provides during an application process, whether for an identified position or another position, and the facts disclosed through additional employee screening could be considered material misrepresentations and grounds for denial of employment, withdrawal of an employment offer, or dismissal of a current employee.

CRIMINAL HISTORY CHECKS

In reviewing a finalist's criminal history records that disclose prior criminal convictions, the following will be considered:

The nature and seriousness of the offenses for which the finalist has been convicted;
the number of such offenses; whether such convictions are related to the duties of the position; and the accuracy of information provided by the finalist provided in the application process.

Finalists whose background includes a criminal felony record will be permitted to provide information regarding this record, including evidence of rehabilitation, character, educational achievements, the length of time since the last criminal conviction, and other extenuating circumstances.

Criminal history information will be limited to felony convictions and such information will be used solely for the purpose of evaluating an applicant's suitability for employment. Criminal convictions will not automatically exclude an applicant from consideration for employment.