

## **101 BACKGROUND CHECKS**

To determine suitability for employment, Central Methodist University will conduct background checks pertaining to criminal conviction and may conduct background checks pertaining to driving record and educational verification of the final applicant being considered for all employment positions. Consideration will be given to the background check in regards to the nature and gravity of the offense or conduct, the time that has passed since the offense or conduct and/or completion of the sentence, and the nature of the job held or sought. A relevant conviction may be grounds for non-selection of an applicant.

The final applicant will be required to complete a background check authorization form. The University will use the services of an outside agency to research and verify all background information. All background information will be held in confidence, but will be given to the hiring supervisor or Chair of the hiring committee.

If the University receives an adverse report, a letter will be sent to the final applicant along with a copy of the report, a summary of their rights under the Fair Credit Reporting Act (FCRA), and the name, address, and phone number of the outside agency who provided the background report. At the applicant's request, the outside agency must give the applicant the information in their file. If the University decides not to hire an applicant based on the background information received, a second letter will be sent informing him/her that they are not being considered for employment and a reminder of his/her rights under the FCRA.

Background check information for applicants who are hired will be maintained in a file in Human Resources. A copy of the background check authorization form may be found under the Human Resources page on the CMU website.

In addition to the background check discussed above, all faculty will be required to complete a Tuberculosis (TB) Screening Questionnaire upon hire, as required by the Missouri Department of Health and Senior Services. Faculty with identifiable risk factors for exposure shall be tested. If the test is positive, the faculty member will be recommended a course of action that must be followed. Failure to follow the recommended course of action may result in disciplinary action, up to and including termination.