**Background Check (Criminal History and Driving Records) Policy**

**2.05 Applies To: All**

Background checks are conducted to promote a safe work environment and to protect >**Church** **Name’s**< most important assets: the people we serve and the people with whom we serve.

They assist hiring authorities in making prudent employment decisions based upon more comprehensive job-related information.

Prior to employment, or serving as a church volunteer, all candidates must complete a satisfactory background check. An offer of employment, or acceptance of a volunteer, is contingent upon the following:

* The candidate’s signing of a background check consent form. Bethlehem reserves the right to modify and revise the consent form as needed.
* A determination by Bethlehem that the candidate’s criminal history does not preclude him/her from employment or volunteering with Bethlehem.

In addition, if the church knows or has reason to believe that an employee or volunteer has a criminal conviction that was not previously disclosed to us, that individual will also be requested to consent to a background check(s) as described above, or the church may terminate the employee or volunteer. >**Church name**<specifically reserves any and all rights to conduct criminal background checks regarding applicants, employees, or volunteers without the consent of such individuals, as permitted by law.

All staff and volunteers wishing to drive a church vehicle must be twenty-one (21) years of age and must have their driving record checked to prove it is clear of moving violations for a minimum of three (3) years.

Adherence to this policy by >**Church Name**<, its employees, applicants, volunteers, or others, shall in no way limit >**Church Name’s**< right to require additional information or to use procedures currently in place or other procedures to gain information concerning criminal activities or other background information concerning employees, applicants, volunteers, or others.

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