

BACKGROUND CHECK AUTHORIZATION

VH may employ, or contract with, or accept as a volunteer, on a conditional basis, any person pending a background check, if the agency requests the background check within three (3) business days of the conditional employment. Each prospective employee/volunteer shall be advised of the requirements for a background check.

Prior to employment, or volunteering, or within three (3) business days, a background check through the Washington State Patrol shall be made on all prospective employees and volunteers of VH to ensure the safety and protection of all vulnerable persons. The prospective employee or volunteer shall be advised of the background check and will sign an acknowledgment that a background check will be made. The employee or volunteer will be verbally informed of the results within ten (10) days of the receipt of the results and a copy shall be offered to them.

The Administrator shall not hire or retain, directly or by contract, any person to be associated with the agency who would have direct contact with a vulnerable adult and who has been convicted of a crime against person, convicted of a crime relating to financial exploitation, or who has been found guilty of abusing or exploiting a vulnerable adult either through the final decision of any disciplinary board or by any court in a protection proceeding.

Should an employee or volunteer of VH be charged with criminal conduct against a vulnerable person, that employee or volunteer shall be either suspended without pay or dismissed from volunteer duties pending further investigation.

A “vulnerable person” means any individual who is a child, developmentally disabled person, vulnerable adult, or senior citizen.

Prospective employees shall not be excluded from employment based on former alcohol or drug use, former dysfunction, or former criminal convictions except as provided above.

The Administrator shall complete a background check on any person associated with the agency if there is reason to believe that offenses have occurred since the completion of the original background check. The Administrator shall keep the background check inquiry responses and disclosure statements secure and confidential, ensure that these responses and statements shall be used for employment purposes only and that they not be disclosed to any person except to the person named in the background check and authorized state and county employees, and that they be retained for at least two (2) years following termination of employment.

I understand and authorize a background check.

Print Full Name – *Please include all previous names used*

Birth Date (MM/DD/YYYY)

Signature

Date