

**City of Albany**

Human Resources Policy

Policy #: HR-RS-02-001

Title: Pre-employment Background Check/Investigation

Recruitment & Selection**Purpose**

In order to protect the City of Albany, its employees, and the public, the City will conduct a pre-employment background check and/or investigation on candidates selected for a position with the City.

Policy

It is the responsibility of the Human Resources Department to coordinate all pre-employment background checks for City positions and to ensure that all contracted temporary employment agencies who provide temporary services workers to the City have conducted required pre-employment background checks on their employees prior to job placement with the City and in accordance with all applicable federal, state, and local laws. Pre-employment background checks may consist of, but are not limited to, the following:

- * Social Security Verification
- * Employment Verification
- * Education Verification
- * Driving Record
- * Personal/Professional Reference
- * Professional License/Certification Verification
- * Criminal History
- * Credit History
- * Drug Screen
- * Medical Evaluation
- * Psychological Evaluation

When applying for a position, it is the applicant's responsibility to disclose prior criminal and, if job-related, moving violation convictions on the City's employment application materials. Applicants who do not disclose requested information may, at the discretion of the Human Resources Director, be denied employment for falsification of their employment application materials.

All applicants will be further evaluated based on the conducted background checks. At the discretion of the Human Resources Director, any candidate who possesses an unfavorable background after determining job relatedness, will not be considered for employment in the specified position.

Definitions

N/A

ReferencesFair Credit Reporting Act, www.ftc.gov/os/statutes/fcra.htm**Review and Authorization**

Supersedes: N/A	Created/Amended by/date: MH; 8/27/2004	Effective Date: 11/1/2004
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

Training required? No Yes