

**Fond du Lac County Chapter
American Red Cross**

Policy for Reference and Background Checks

The Fond du Lac County Chapter of the American Red Cross strives to maintain the safety of our volunteers and clients by assuring that our employees and volunteers are honest, trustworthy, qualified, reliable and non-violent individuals who do not present a risk of harm to others. To this end, we require reference and background checks, which may be updated as needed, with the permission of the employee or volunteer. Reference checks will be conducted by Chapter personnel. Background checks will be conducted performed by an independent vendor in accordance with applicable federal and state laws, including the Fair Credit Reporting Act.

Reference and background checks may include: employment history and education verification; Social Security number verification; criminal history including criminal acts, criminal behavior, sex crimes and sex offender registry review, where available; and licensure and motor vehicle record, as appropriate to the position. Reference and background checks results will be reported to the Executive Director, Disaster Chair or other administrative personnel supervising the position for which an individual is applying. All reference and background checks will be kept in a confidential file.

Prospective and current volunteers and employees are expected to cooperate fully with reference and background checks. Cooperation includes, among other things, providing written consent to conduct a reference and background check and responding with truthful and complete information to inquiries made by the Fond du Lac County Chapter or third party investigators during the reference and background check. An individual applying as a volunteer or employee will be dropped from consideration for failure to cooperate with this process and current volunteers or employees who fail to cooperate will be terminated.

I have read and understood this policy.

Name _____ Date _____

Position: Employee _____ Volunteer _____