

INDEPENDENCY LLC

BACKGROUND CHECKS POLICY



Background Investigation Will Be Conducted

All applicants who are provided employment with Independency LLC will be required to complete a background check and drug test. Proposal of employment are contingent on the successful completion of a background check and drug test conducted in accordance with Independency LLC policy.

Policy Brief & Purpose

Background checks and drug screenings are a very important part of our hiring process at Independency LLC. Background checks helps us:

- Ensure we hire reliable and the most qualified employees for our company.
- Verify all candidate information.
- Ensure the safety for our patients, their families, and our employees.
- Provides peace of mind to all.

Policy Elements (background checks may include)

- Criminal Records
- Credit Records
- Drug Test
- Verification Report (Identity & Previous Employment)
- Driving Records

Criminal records are required if any candidates are interviewing for a position where they are in contact with confidential information and contact with kids or the elderly.

All Independency LLC employee candidates must provide a background check and drug test before being hired.

Our Company's Responsibilities and Procedures

- Our hiring staff calls candidate to see if they have the qualifications for our company (Up to date drivers licenses, STNA or HHA licenses).
- Informs candidate that a background check and drug test are required. If candidate refuses to proceed with the background check/drug test, hiring staff informs them they will not be considered for the position.
- Hiring staff makes an appointment for candidate at the Knox County Sheriff's Office for a background check. (11540 Upper Gilchrist Rd, Mt Vernon OH, 43050)
- Hiring staff makes an appointment for candidate at Knox Community Hospital Urgent Care Clinic for drug test. (1490 Coshocton Ave, Mt Vernon OH, 43050)
- Hiring staff will call back candidate to inform them when and where their appointment is. We will then inform them they will need to bring an up-to-date driver's license and the paperwork we will email to them for the background check that includes our billing address, BCI and FBI code.
- When we receive the results of the background check and drug test, we will inform the candidate of the results and what we plan to do next (reject or move candidate to the next phase).