

**DEPARTMENT OF PUBLIC SAFETY  
EMERGENCY MEDICAL SERVICES**

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## **Background Check Policy and Procedure**

All offers of employment at Sussex County Government are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates that have been notified of the intent to proceed with their application in the employment selection process. Background checks may be completed on current employees as deemed necessary.

### **Background checks will include:**

- **Social Security Verification:** validates the applicant's Social Security number, date of birth, and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held, and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire. This verification will be run on the past two-employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the business, its employees, or its customers and vendors.
- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

### **Procedure**

All applicants are to complete the background check authorization form and return it to as part of the application packet. Once the applicant is notified of the intent to continue in the selection process, the background check process will be initiated.