

Volunteer Criminal Background Check Policy   
and Authorization Form

Criminal Background Check Policy  
As a ministry, Habitat for Humanity of Ionia County values the safety of children, our employees, volunteers and the families we serve. We want to take prudent measures to protect our human and material resources.

Disqualification Criteria  
A previous conviction may disqualify an applicant from employment, or board members and volunteers from service with Habitat for Humanity of Ionia County. In determining eligibility, Habitat for Humanity of Ionia County, in its sole discretion, may consider several factors, including, without limitation, the:

* nature, duties and responsibilities of the position;
* nature of the conviction and whether children were involved;
* time elapsed since the offense;
* extent to which the offense may affect the person’s fitness or ability to perform the duties or responsibilities of the position;
* age of the candidate when the illegal activity occurred;
* number of convictions (if more than one);
* any information produced by the person or produced on the person’s behalf demonstrating rehabilitation and good conduct. Arizona, California, Illinois, Nevada, New Jersey and New York issue certificates of rehabilitation for former convicts;
* whether hiring, transferring, promoting or partnering with the applicant and/or candidate would pose a risk to the organization;
* whether the state’s public policy encourages employment of persons who have been convicted of crimes;
* whether the state’s public policy encourages homeownership of persons who have been convicted of crimes;
* the nature of the build, i.e., proximity of houses, mixed use communities, etc.; and/or
* any other factor that Habitat for Humanity of Ionia County deems relevant to the decision.

Examples of Disqualification Warranted  
If a person withholds information or falsifies information pertaining to previous convictions, the person may be disqualified from further consideration. The following list provides some examples in which Habitat for Humanity of Ionia County may, within its sole discretion, determine an individual to be ineligible for homeownership, employment and/or service:

* embezzlement or fraud conviction of a Fundraising Director applicant;
* stalking conviction against a supervisory candidate or candidate with access to personal information such as Executive Director or Human Resources personnel.
* murder and/or assault conviction against a candidate with access to dangerous instruments, i.e., Construction Manager; and/or
* burglary conviction of a partner family member in a condominium or apartment style community.

This list is not exhaustive and is for illustrative purposes only. Habitat for Humanity of Ionia County reserves the right to weigh disqualification criteria on a case-by-case basis and to make selection decisions in its sole discretion. Disqualification may extend to any partner family member and to any position with Habitat for Humanity of Ionia County.

Procedure  
Habitat for Humanity of Ionia County will make good faith efforts to comply with the following procedures when conducting criminal background checks:

* check all states in which the person has resided for the last ten (10) years;
* ensure all recruitment information, applications, announcements, and descriptions state the position or partner family relationship requires a criminal background check;
* seek prior written approval in accordance with applicable laws, and in particular, where third party vendors are retained to conduct criminal background checks;
* initiate criminal background checks prior to the hire, transfer, promotion, or reassignment of individuals, including reclassification;
* notify the individual under consideration that an offer for any personnel action (employment, transfer, promotion, reclassification, or change in duties) or homeowner status is conditioned on successful completion of the criminal background check, and that falsification of information submitted may be cause for corrective action, up to and including dismissal and/or elimination from the homeownership program; and/or
* review criminal background checks that reveal convictions and determine within a reasonable time whether such convictions disqualify individuals from positions and/or family partnership.

Denial of Application, Termination or Reassignment  
Based on any or all of the criteria outlined in this policy, Habitat for Humanity of Ionia County may, in its sole discretion, decide that a partner family will be denied homeownership, an employee will be terminated, a volunteer will be dismissed or an applicant will not be hired. In the employment or volunteer context, Habitat for Humanity of Ionia County may, in its sole discretion, also choose to reassign a former convict to a job involving less exposure to risk. In doing so, Habitat for Humanity of Ionia County may, in its sole discretion, consider:

* the type and location of the job – whether it would give the offender access to potential victims;
* the types of co-workers and subordinates in the workplace;
* whether the job would involve travel;
* work hours;
* degree of supervision; and/or
* amount of access to technology, i.e., the Internet.
* Limit the number of business days in which an individual may provide evidence of the inaccuracy of a criminal background check report.

Criminal Background Check Authorization  
Habitat for Humanity of Ionia County requires that criminal background checks be conducted for all board members, employees and key volunteers, and in particular, those who may have unsupervised contact with a child, the elderly or persons with disabilities. Habitat for Humanity of Ionia County reserves the right to recheck criminal backgrounds at any time during the course of employment and/or involvement with Habitat for Humanity of Ionia County and its mission. Additionally, any volunteer and/or employee working specifically with youth and children will be required to have a sexual offender background check as part of the overall screening process.

Any person who does not consent to a criminal background check and sexual offender background check (if applicable) will not be permitted to become an employee, partner family, work and/or volunteer with Habitat for Humanity of Ionia County. Criminal background checks are only one part of the verification process. Habitat for Humanity of Ionia County may also perform reference checks, verify prior employment, and obtain copies of licenses or certificates required for the specific position.

Your written authorization is required to start this process. All results will be kept confidential and an opportunity will be provided to you to challenge any negative result findings.

Please sign this statement and return the original copy to Habitat for Humanity of Ionia County as soon as possible. Failure to sign and/or return this statement will result in you being eliminated for consideration for a Habitat for Humanity of Ionia County position or removal from a current position, whichever condition applies.

Your efforts to join us in ensuring safety are greatly appreciated.

Authorization

*I understand that a criminal background check and if applicable, a sexual offender check is required in order to serve as a volunteer for or staff member of Habitat for Humanity of Ionia County. I therefore authorize the appropriate personnel of Habitat for Humanity Ionia County to conduct a criminal background check and if applicable, a sexual offender check on myself based on the accurate information provide below.*

Name:

(Signature)

Name:

(Printed)

DOB: Sex: Female Male

(Date of Birth) (Circle one)

Race:

Maiden Name and/or other names:

Date: