**2016 Background Check Verification**

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| Name | Staff (S) or Volunteer (V) | Work Start Date | 10 Year Multi-State Background Check for New Hires  (Name of Company) | Date of Report | Findings  No (N)  Yes (Y) | Washington State Patrol Annual Background Check | Date of Report | Findings  No (N)  Yes (Y) |
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\*Verification should be done by authorized agency representative.

**HSD Criminal History Background Check Policy:** The Agency shall complete an initial, national, ten-year criminal background check on all staff and subcontractors prior to hire and the Washington State background check annually thereafter, for all staff working in the program who may have unsupervised access to program participants. Volunteers must have a seven-year national background check and the Washington State background annually thereafter. Volunteers assisting with service along with Agency staff and who do not have unsupervised access to program participants are exempt from the background check requirement described in this paragraph.  The same would be for any staff that is supporting the program but does not have unsupervised access to program participants.

Background checks are to be completed annually from the date of hire for each individual. If the scope of volunteer or employment activities requires driving program participants, the background check shall include a review and copy of the individual’s abstract of driving record from the department of licensing. These background checks shall be kept in the personnel file, volunteer file or with the contract for services and available for review at any time by the Seattle Human Services Department.

The Agency will maintain policies and procedures of their hiring process regarding background checks and have available for review during site visits.

**Verified by: (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Authorized Representative Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**