



BACKGROUND CHECK

I. PURPOSE

This policy aims to ensure that All Sufficient Home Care Services Inc. adheres to Illinois state law, particularly the Illinois Health Care Worker Background Check Act, to maintain the safety and well-being of our clients, employees, and the organization.

II. SCOPE

This policy applies to all prospective and current employees, including full-time, part-time, temporary, and contract workers and volunteers who may have direct or indirect contact with clients or access to sensitive company information.

III. POLICY

1. Legal Compliance:

- All background checks will be conducted following the Illinois Health Care Worker Background Check Act (225 ILCS 46) and the Illinois Department of Public Health (IDPH) regulations.
- This includes checking the Health Care Worker Registry to determine if an applicant has any disqualifying convictions.
- The background check will include, but is not limited to, the following:
 - Criminal history checks through fingerprint-based searches of state and federal databases.
 - Employment history verification.
 - Education verification.
 - Professional license and certification verification (if applicable).
 - Reference checks.
 - Motor vehicle records (for positions requiring driving).
- Offers of employment are contingent upon the successful completion of these checks.

2. Pre-Employment Background Checks:

- All job candidates who receive a conditional offer of employment must undergo a comprehensive background check before beginning employment.
- The background check will include, but is not limited to, the following:
 - Criminal history checks through fingerprint-based searches of state and federal databases.
 - Employment history verification.
 - Education verification.
 - Professional license and certification verification (if applicable).
 - Reference checks.
 - Motor vehicle records (for positions requiring driving).
- Offers of employment are contingent upon the successful completion of these checks.



3. Ongoing Background Checks

- All Sufficient Home Care Services Inc. reserves the right to conduct background checks on current employees as deemed necessary, particularly if an employee's role changes or if there is reasonable cause.
- Employees will be notified before any background check is conducted.

4. Disqualification

- An applicant or employee may be disqualified from employment based on the results of the background check if it reveals a conviction of a disqualifying offense as defined by the Illinois Health Care Worker Background Check Act.
- Disqualification decisions will be made on a case-by-case basis, considering the nature of the offense, the time elapsed since the offense, and its relevance to the job duties.

5. Confidentiality

- All background check results will be kept confidential and shared only with individuals involved in the hiring or employment decision-making process.
- Background check information will be securely stored and handled in compliance with state and federal privacy laws.

6. Right to Dispute

- Applicants and employees have the right to dispute the accuracy of the information obtained through a background check.
- They will be provided with a copy of the background check report and instructions on how to correct any inaccuracies.

7. Employee Acknowledgement

- All employees and applicants must sign an acknowledgment form indicating their understanding of this Background Check Policy and their consent to undergo background checks as outlined.

IV. PROCEDURE

1. Initiation of Background Check:

- The hiring manager or HR representative will initiate the background check process for all new hires upon a conditional offer of employment.
- The employee or applicant will complete all necessary authorization forms.

2. Review and Decision:

- The results of the background check will be reviewed by HR in consultation with the hiring manager.
- Any adverse findings will be evaluated following the Illinois Health Care Worker Background Check Act before a final hiring decision is made.

3. Documentation:

- All documentation related to background checks will be in the employees' files.



Acknowledgment of Background Check Policy

I hereby acknowledge that I have received, read, and understand the Background Check Policy of All Sufficient Home Care Services Inc., which is under Illinois state law and the Illinois Department of Public Health (IDPH) regulations.

I understand that:

1. A background check is required as a condition of employment with All Sufficient Home Care Services Inc.
2. The background check may include but is not limited to, criminal history checks, employment verification, education verification, and professional license verification.
3. All information obtained through the background check process will be kept confidential and used only for employment-related purposes.
4. I have the right to dispute any inaccuracies found in my background check report.
5. Failure to pass the background check may result in disqualification from employment or other necessary actions as per the policy.

By signing below, I consent to undergo the background checks as outlined in the policy and agree to comply with all provisions of the Background Check Policy.

Employee Name: _____

Employee Signature: _____

Date: _____

For Office Use Only:

This acknowledgment receipt will be kept in the employee's personnel file.