



## **BACKGROUND CHECK POLICY**

All offers of employment at Office Space Solutions are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, 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 applicants 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.

The following additional background searches will be required if applicable to the position:

- ❖ **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.
- ❖ **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of [Company Name] funds and/or handling of cash or credit cards.

## **Background Check Procedure**

Final candidates must complete a background check authorization form and return it to [hr@oss-az.com](mailto:hr@oss-az.com).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years. Office Space Solutions reserves the right to modify this policy at any time without notice

Furniture Installation

Communication Cabling

Office Relocation

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OFFICE: 2733 N Power Road | Suite 102-489 | MESA AZ 85215

WAREHOUSE: 2517 W McDowell Road | Suite 110 | Phoenix AZ 85009

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