

# City of Gastonia Personnel Policies

**Subject**            **Background check on individuals  
Who will work with Minors**

**Purpose:**

To ensure the safety and well being of the youth in its workforce and in the public when they are dealing with its representatives; the City will conduct background check on all individuals who will be working with minors. This check will be used to assure that anyone who has been convicted of a serious crime, or has been identified on any abuse registry, or is determined to have an unsuitable background will not work for or represent the City in assignments dealing with minors. “Minor” is defined as an individual under the age of eighteen (18) years of age.

**Application:**

Current employees, current contractors, current volunteers, and all future applicants for employment, contract work, or voluntary service who will work with minors.

**Provisions:**

- 1) Background checks will be conducted on all employees, contractors, and volunteers currently working with minors within 90 days of the effective date of this policy.
- 2) Background checks also will be required on all future applicants for employment, contract work, and volunteer service who will interface with minors effective on and after the implementation date of this policy. These checks must be completed and approved prior to individuals going to work or volunteering on behalf of the City.
- 3) Staff from the Human Resources, Police, and Legal Departments will conduct , review, and approve background checks requested by City Department
- 4) An application of employment with the City shall constitute authorization for a background check for an applicant of employment. Written authorization from an applicant for contract work or volunteer service shall serve as permission for City officials to complete a background check on the individual
- 5) Any individuals who have been convicted of serious crimes, or who have been identified on any abuse registry, or who have backgrounds deemed inappropriate by City officials to work with youth, shall not be authorized to work or volunteer on behalf of the City.

# **CITY OF GASTONIA PERSONNEL POLICIES**

**Subject:       Background Checks On Individuals  
                  Who Will Work With Minors**

**Procedures:**

- 1) To initiate background checks, applicants for employment will complete a copy of the City's employment application form. Applicants for contract work or volunteer service will complete a copy of the written authorization form in Attachment (1) of this policy or an equivalent form which has been pre-approved by the Director of Human Resources. These authorizations will be sent to the Administrator of the Employment Division of Human Resources.
- 2) The Administrator of Employment will forward the information to the Major over Support Services in the Police Department, who will coordinate the background checks on applicants.
- 3) Upon receipt of the background checks, the Administrator of Employment, along with the Police Major, will review the information with the Deputy City Attorney. After review and consensus of these individuals, the Administrator of Employment will provide results of the background checks to department officials and to the applicants.
- 4) Any current employee, contractor, or volunteer who is determined to have an unsatisfactory background check, will be removed from assignment involving contact with minors. Applicants for employment, contract work, or volunteer service, who do not have successful background checks, will not be hired or utilized and will not be eligible to reapply for future assignments involving minors.

**Subject: Background Checks On Individuals  
Who Will Work With Minors**

## Authorization for Background Checks

I have received a copy of the City of Gastonia's policy covering **Background Checks On Individuals, Who Will Work With Minors**. After review of this policy, I hereby grant permission for the City to complete a background check on me, based on the information provide below.

### Requested Information needed to complete the Background Check

1) Full Name First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

2) Current Address \_\_\_\_\_  
(Include city, state, & zip code)

3a) Former Address \_\_\_\_\_

3b) Former Address \_\_\_\_\_

4) Driver's License# \_\_\_\_\_

5) Date of Birth \_\_\_\_\_

6) Race/Sex \_\_\_\_\_

7) Social Security # \_\_\_\_\_

Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**AUTHORIZATION FOR MINORS**  
(Must be signed if applicant is under age 18)

The Undersigned certifies that he/she is the custodial parent or guardian of the above named applicant. By my signature, I give permission for the applicant to participate in this program and to have his/her background checked.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date Signed

For Office Use Only

Sport or Program \_\_\_\_\_  
Program Supervisor \_\_\_\_\_