



## Background Check Review: Character, Competence, and Suitability for Contractor Employees / Volunteers

Use this review to determine applicant/employee character, competence, and suitability. This form may NOT be used when the individual has automatically disqualifying convictions, pending charges, or negative actions.

PRINT APPLICANT / EMPLOYEE'S NAME (LAST, FIRST, MIDDLE)	DATE OF BIRTH	DATE OF REVIEW
POSITION NUMBER	JOB CLASSIFICATION (IF APPLICABLE)	

CURRENT STATUS OF APPLICANT

New employee       Volunteer / student  
 Current employee       Other (specify):

**Information to review for determination (attach additional sheets, if necessary)**

Date	List all non-disqualifying: • Convictions • Pending charges • Negative actions • Other	Source of record (APS, DOH, WSP, etc.)	Self- disclosed?	Age at conviction	Court / DOC / Criminal Justice Outcomes
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

APPLICANT EXPLANATION AND DOCUMENTATION

**Appointing Authority Review**

On this date, I met with the applicant whose background check was reported by the DSHS Background Check Central Unit (BCCU) as having a record. I have provided a copy of the report to the applicant and reviewed the background results with the applicant to ensure the information is correct. If there was misinformation, I instructed the applicant in correcting it. I have also reviewed the specific requirements for the position.

COMMENTS

**Approval:**  Based on my interview, I am approving the applicant for employment or volunteer / student assignment. I have determined the applicant's character, competence, and suitability are acceptable to allow the applicant unsupervised access to vulnerable clients.

**Disqualification:**  Based on my interview, I am disqualifying this applicant for employment or volunteer / student assignment. I have determined the applicant's character, competence, and suitability is not acceptable to allow the applicant unsupervised access to vulnerable clients.

HIRING AUTHORITY'S SIGNATURE

DATE

HIRING AUTHORITY'S PRINTED NAME

**Do not return this form or related documents to DVR.** Retain this form with the results of the applicant's Background Check results.

DVR may, at its discretion request a copy of this form and any related documents at any time.