

## 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 declassifying convictions, pending charges, or negative actions.

PRINT APPLICANT / EMPLOYEE'S NAME (LAST, FIRST, MIDDLE)		DATE OF BIRTH	DATE OF REVIEW		
CURRENT STATUS OF APPLICANT <input type="checkbox"/> New employee <input type="checkbox"/> Current employee <input type="checkbox"/> Volunteer / student <input type="checkbox"/> Other (specify):					
<b>Information to review for determination (attach additional sheets, if necessary)</b>					
Date	List all non-disqualifying: <ul style="list-style-type: none"> <li>• Convictions</li> <li>• Pending charges</li> <li>• Negative actions</li> <li>• Other</li> </ul>	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		
APPLICANT EXPLANATION AND DOCUMENTATION					
<b>Appointing Authority Review</b>					
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					
<p><b>Approval:</b>    <input type="checkbox"/> Based on my interview, I am <u>approving the applicant</u> for employment or volunteer / student assignment. I have determined the applicant's <u>character, competence, and suitability are acceptable</u> to allow the applicant unsupervised access to vulnerable clients.</p> <p><b>Disqualification:</b>    <input type="checkbox"/> Based on my interview, I am <u>disqualifying this applicant</u> for employment or volunteer / student assignment. I have determined the applicant's <u>character, competence, and suitability is not acceptable</u> to allow the applicant unsupervised access to vulnerable clients.</p>					
HIRING AUTHORITY'S SIGNATURE		DATE	HIRING AUTHORITY'S PRINTED NAME		

Retain this form with the results of the applicant's Background Check results and submit a copy to [DVR Contracts Unit \(dvrcontractsunit2@dshs.wa.gov\)](mailto:dvrcontractsunit2@dshs.wa.gov) with the DVR Background Check Reporting form DSHS 17-264.

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