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| Transforming Lives | | DIVISION OF VOCATIONAL REHABILITATION (DVR)  **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  New employee  Current employee  Volunteer / student  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** |
|  |  | |  | | Yes  No |  | |  |
|  |  | |  | | Yes  No |  | |  |
|  |  | |  | | Yes  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 | | | |
| Retain this form with the results of the applicant’s Background Check results and submit a copy to [DVR Contracts Unit](mailto:dvrcontractsunit2@dshs.wa.gov) ([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. | | | | | | | | |