



The City Tutors, Inc.  
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## **Pre-Employment/Volunteer Background Check Policies and Procedures**

To support our efforts to ensure a safe work and volunteer experience for all persons participating in our program, The City Tutors, Inc. (CT) requires background checks to be completed for all new employees and long-term volunteers. We have contracted with a background screening company, **Background Info USA**, to generate a background check report on our behalf.

*All employees and volunteers are required to comply with this policy by July 1, 2021.*

The procedure is as follows:

### ***1. Notification***

During the interview phase, all prospective employees and volunteers will be advised that passing a pre-employment/volunteer background check is mandatory before working with City Tutors.

Once an applicant is selected as either an employee or volunteer, the offer letter extended is conditional upon a successful completion of a background check. If the candidate accepts the offer, the candidate will complete and sign a Background Check Consent Form. Any candidate who refuses to consent to the required background check, refuses to provide the information necessary to conduct a background check or provides false or misleading information in regards to the background check, will no longer be eligible for the position.

### ***2. Scope of Background Check***

It is CT's expectation that Background Checks will include the minimum review of the following items:

- Social Security Number Validation
- Comprehensive Address Trace
- National Criminal Database Review
- National Sex Offender Check
- Office of Foreign Assets Control (OFAC) Homeland Security Check

Additional checks may be deemed required for applicants seeking to hold certain positions within our organization.

### ***3. Results of Background Checks***

If the background check confirms all of the information provided by the applicant with little or no material discrepancies and with no criminal records in any of the searched jurisdictions, City Tutors will then proceed with the completion of the application process.

If the background reveals potentially troubling information (such as a criminal record, other serious misconduct, false information), the Human Resource Director will convene the designated Background Check Review Committee.

The purpose of the committee's review is to balance the need to maintain a safe work environment with the crucial public policy of hiring more persons who were previously convicted of one or more criminal offenses. The committee will make an initial determination as to what impact the background check results will have on a person's application. In reviewing prior criminal convictions, the committee will consider the nature and gravity of the offense(s), frequency of the offense(s), relevance of the offense(s) to the essential functions of the job, duration of time since the offense(s) took place, age of the person at the time the offense took place and evidence of applicant's rehabilitation efforts. City Tutors may also call the applicant to obtain more detailed information needed to perform an individualized assessment of the circumstances and clarify discrepancies between the background check and what the applicant self-reported.

Prior to CT's review process, the applicant will be provided a complete copy of their background check report and a notice of his or her rights under the law. An applicant disputing the accuracy of the information will then have five (5) business days to respond to the Director of Human Resources and Volunteer Coordination. If after five business days the applicant fails to respond, or fails to adequately dispute the background check results, the report will be viewed as accurate and complete.

If after CT's Review process is complete, it is determined that adverse action must be taken, an Adverse Action Letter will be sent to the applicant stating that he or she was not selected because of information in the background screening report, name and address of the consumer reporting agency (CRA) and the consumer's rights to dispute the accuracy or completeness of the information by the CRA.

#### ***4. Retention of Background Check Information and Reports***

All results of the Background will remain confidential and will be retained by Human Resources or authorized designees. Results will be disclosed only to those City Tutors personnel with a need to know by virtue of their job responsibilities.