

The Process

Compliance with HB1298

1. General “Employment Application” is filled out by applicant.
2. Complete all processes of background screening to determine suitability for position offered EXCEPT criminal/court record search (and Drug Test).
3. Offer of employment is given to applicant contingent upon positive results from criminal/court records and related screening and/or results of Drug Test OR Applicant is hired and placed on job. Continuation of employment will be determined by criminal background screening and/or Drug Test.
4. Applicant fills out “Release Authorization Form” asking the criminal and other pertinent questions. It is submitted to Orca Information, Inc. for processing.
5. Results of criminal/court background check determines whether applicant is given FINAL offer of employment OR whether new-hire is terminated from the new position.