

Putnam County Public Library
Background Check Policy
Adopted October 2020

The Putnam County Public Library (PCPL) values the safety of its staff and patrons. Therefore, all staff and volunteers over 18 years-old are required to undergo a criminal background check. This includes a review of all criminal convictions and probation. The following factors will be considered for applicants with a criminal history:

- The nature of the crime and its relationship to the position (Convictions or unresolved charges involving violence, theft, or charges of a sexual nature will disqualify the applicant from eligibility for employment or volunteer opportunity).
- The time since the conviction.
- The number (if more than one) of convictions.
- Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the library, its staff, or patrons.

The library reserves the right to decline any request for fulfillment of court-ordered community service.

Final candidates for employment and volunteering will be required to complete a background check authorization form and return it to the Business Operations Manager or Director. All background checks will be paid for by the library.

Candidate Waiver

I understand that as a condition of employment with the Putnam County Public Library, candidates shall submit to a background check which may be done in the following areas: information from any public and/or private sources about criminal records, credit history (for applicants who handle library finances), education, and previous employment.

I hereby submit to such conditions. I understand that refusal to submit to such a background check will result in the termination of processing of my employment application or termination of my employment. I understand that any false information, omissions or misrepresentations of facts called for may result in rejection of my application or discharge at any time during employment. I authorize the Putnam County Public Library and/or its agents, to verify this information. I authorize all former employers, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said schools, companies and law enforcement authorities from liability for any damage whatsoever for issuing this information.

Name _____

Signature _____

Date _____