New Background Justification

Use this form to document approval of an organization hire of an Affected Employee or Volunteer whose background report includes a conviction for one of the crimes listed below. Retain this New Background Justification and the related background report in the employee/volunteer’s personnel file. Refer to applicable regional program standards for additional information and definitions of Affected Employee and Volunteer.

***Note:*** If the Affected Employee or Volunteer will be working with SNAP participants, *do not use this form*. Please follow the instructions for SNAP E&T Affected Employees and Volunteers and use the related form.

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| **Contractor Name** | **Date**      |
| **Manager Name**      | **Manager Title**      | **Manager Email Address**      |
| **Applicant/Volunteer Name**      |

Above named Contractor is hiring the named applicant/volunteer into a position that works directly with enrolled program participants in grants that require specific background check protocols.

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| The applicant/volunteer named has one of the following convictions noted on their approved background report.**Convictions**[ ]  Child or elder abuse [ ]  Offenses against persons[ ]  Sexual offenses [ ]  Child neglect[ ]  Other offense bearing a substantial relation to the employee/volunteer’s qualifications, functions or duties (explain in justification). |
| **Justification**Contractor must outline the reasons they determined the applicant/volunteer was appropriate to be hired into the role and perform grant funded services. The reasons must address how the applicant/volunteer is presently suitable or able to work with enrolled participants in a safe and trustworthy manner. Attach additional sheet if necessary. |
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| **I attest that the information provided is true and accurate as of the signature date below.** |
| **Manager Signature (Typed name signifies electronic signature of named manager)**      | **Date**      |

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| **Retention Instructions**: Retain this form and the background report in the employee/volunteer personnel file. The Justification and background report must be available upon request to Worksystems and funder monitors.  |