

## Neighborhood House's Background Check Requirements

Neighborhood House conducts background check screening in compliance with applicable local, state, federal laws, regulations, and funding sources. If you are selected for a position, after a job offer has been made and before your appointment, you will be asked to provide authorization to perform a background check. Any applicant or employee who refuses to consent to a background check may be denied employment.

A standard screening includes but not limited to multi-state criminal background check, nationwide sex offender registry, social security number verification, government sanctions, and county criminal searches. Your employment is conditional upon satisfactory completion of the screening. Applicant's criminal background history will not automatically disqualify them from employment with Neighborhood House. However, certain criminal convictions, and negative actions automatically disqualify a person from having unsupervised access to vulnerable adults, juveniles, and children. A list of disqualifying convictions for these types of positions are available [here](#).

A Portable Background Check is required to be completed for all new employees, and re-run for current employees at least every 5 years; More information about the Portable Background Check is found [here](#).

During employment, the agency will repeat criminal background checks on an annual basis or every couple of years depending on the position program or grant requirements.

Certain positions will be subject to additional screening/test requirements. (noted below)

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*If you are applying for a position in the Child Development Department you will need to satisfy additional screenings/testing requirements or provide additional information.*

### Child Development Positions

The Head Start Performance Standard 1304.52(k)(1) and Washington state law, WAC 170-295-1120, requires that each staff member, prior to starting employment, has an initial health examination (including screening for tuberculosis), periodic re-examinations as recommended by their health care provider and/or State, Tribal or local laws, and within 30 days of starting, MMR (Measles Mumps Rubella) Documentation.

The health exam is conducted to assure that staff members do not, because of communicable diseases, pose a significant risk to the health and safety of the children.

The "screening for tuberculosis" can either mean actual skin testing for TB (PPD placement), a current regimen of medication therapy to treat a positive TB test, or a negative chest x-ray in the last 12 months resulting from a previous positive skin test. A staff member failing the screening assessment must then receive the PPD placement.

MMR Documentation includes An Immunization Record indicating you have received at least one dose of MMR vaccination, Documentation of a Titer Test, documentation from a health care provider that you have had the measles disease sufficient for immunity, or written certification signed by a health care practitioner, *licensed in WA State* – that the MMR vaccine is, in the practitioner's judgment, not advisable for you.