Policy title	Category
Background Check Policy	Human Resources
Owner	**Approved by**
Human Resources	Business and Human Resources Offices

Policy statement

Nebraska Wesleyan University performs a background check on all full and part time staff and faculty candidates offered employment, all on campus volunteers and students in nursing, athletic training, and forensic science programs, and any situation in which students, faculty or staff work with children or young adults. All offers of employment are contingent upon passing a background check. No one can work prior to that completion and approval. Volunteers applying to work on campus must pass the background check before starting their volunteer service.

The Human Resource Office handles processing of all candidates for employment or volunteer checks and analysis of the results. Nursing, Athletic Training, Student Teachers in Education, and Forensic Science programs perform back ground checks on their students and retain proper documentation for such background checks. The background check will determine whether there are incidents in an applicant's history that would pose a potential risk and confirm information provided in application materials. Determinations are made on a case by case basis. Questions about this policy are directed to the Human Resource Office.

Last revised date
November 15, 2010