



## Background History Record Check Policy

Criminal background history record checks will be conducted for all applicants for positions that require substantial direct contact with individuals considered vulnerable by Kids' Community Dental Clinic of Burbank (the "Clinic"). In addition, criminal history record checks will be conducted for applicants for positions that require the delivery of services in the homes of vulnerable individuals. Vulnerable individuals include children, dependent adults, and people with disabilities. Criminal history record checks will also be conducted as required to comply with laws or regulations. Such positions include, but are not limited to: Employees, Volunteer Dentists, Hygienists, other regular Volunteers.

Individuals are permanently disqualified from holding positions that require substantial contact with any vulnerable individuals if they have a history of any violent or sexually exploitive behavior. Individuals are permanently disqualified from holding positions that require substantial contact with children if their criminal records include any of the following: Past history of sexual abuse of children; Conviction for any crime in which children were involved

Other than stated above, a conviction for a criminal offense will not automatically disqualify an applicant for a position with The Kids' Community Dental Clinic of Burbank. Applicants' criminal history records will be evaluated in the context of the specific position for which the application is submitted and the factors listed below:

- *The recency of, and circumstances surrounding the conduct in question* – Crimes that occurred within the past year or two are deemed to be more reliable indicators of an individual's qualification status for positions than crimes that occurred several years ago. This is particularly true if the only crimes listed in the record happened several years ago with no recent offenses; however, any convictions for child sexual abuse, rape, or other sexually exploitive offenses constitute an unacceptable level of risk extending throughout an individual's life.
- *The age of an individual at the time of the offense* – The Kids' Community Dental Clinic will take into account the age of the applicant at the time an offense was committed.
- *Societal conditions that may have contributed to the nature of the conduct* – The Kids' Community Dental Clinic will consider the social context in which offenses occurred. For example, in some neighborhoods, becoming a gang member may be due to pressure exerted by the gang or to a perceived threat or harm that not joining a gang would create. While societal conditions will not excuse illegal behavior, the context in which the illegal behavior occurred will be considered.
- *The probability that an individual will continue the type of behavior in question* – Criminal history records that document a continuing pattern of repeated criminal offenses provide justification to believe that the individual represents a high risk for future criminal conduct. Also, some forms of criminal sexual conduct, such as child molestation, have a high probability of repetition. Individuals with a high risk for continuing criminal behavior will not be assigned to work with vulnerable service recipients.
- *The individual's commitment to rehabilitation and to changing the behavior in question* – When an applicant's criminal history record includes potentially disqualifying offenses, the organization will consider the steps the applicant has taken toward rehabilitation. Words of remorse alone are not sufficient evidence of an individual's commitment. The organization will look for tangible evidence of the applicant's desire to lead a law-abiding life, such as progress in rehabilitation programs or making restitution to victims.

As an applicant for employment or volunteer service with The Kids' Community Dental Clinic, I authorize and request all of my present and former employers, school authorities, references, and other individuals and entities, to give information concerning me, whether or not it is on its records, and I release them from any liability whatsoever arising from furnishing the requested information. I also authorize the Clinic to give information concerning me, whether or not it is on their records, to prospective employers in the future, and release the Clinic and its employees from any liability whatsoever in this regard.

I certify that all statements given on this application are correct and complete and realize that falsification or misrepresentation, including omission, on this or any other personnel record may result in dismissal. Also, I agree to conform to all policies and regulations of the Clinic. I also authorize the Clinic to initiate criminal history record checks required by this policy. Volunteering is subject to the satisfactory completion of a background check and, as applicable a reference check. I have read and agree to above.

**Applicant Signature:**

**Date:**