

## **SECURITY AND BACKGROUND CHECK**

**Security and background checks may be required for work at some facilities.**

Owners, including government and non-government entities, may require background checks for their employees or contract employees or their contractor's employees and labor forces working on their property or project. The requirements and depth of these background checks will vary depending on the Owner, type of facility, exposure to confidential information, processes, etc.

The Federal Government performs their own background screening for anyone working in their facilities and they engage the help of agencies like the FBI, Homeland Security and Department of Justice. The depth of their background checks is driven by the type of facility being entered, security level and/or information those entering the facility are exposed to. Contractors working for, or employees of private or public companies who manufacture on behalf of the Department of Defense or Federal Government may be subject to the same type of background checks as those entering a U.S. Government facility.

Non-Government companies may require background checks. There are services and consortiums available that perform these checks. The information from these checks used to clear workers or employees is kept confidential.

Background checks are typically required within 30 days prior to being assigned to a job site. Acquiring background checks may require a significant amount of time; verify with the Owner.

The following are examples of checks that can be (and are) performed.

A typical non-government background check could include but is not limited to the following:

- Criminal Background Check – 5 years +
- Driving Record
- Employment history and verification
- Social Security number verification (also included under E-verify)
- Other

A typical government background check could include but is not limited to the following:

- Criminal Background Check – 10 years +
- Finger Printing for FBI review
- Driving Record
- Employment history and verification
- Reason for quitting a previous job, or firing

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St. Louis Chapter of International Facilities Management Association

- Ever delinquent on Federal Tax payments or any type of Federal debt
- Credit Report
- Reference Check (i.e. neighbors, coworkers, friends, etc.)
- Social Security number verification / Citizenship records
- Verify current and past residences
- Birth Place verification
- Military Record
- Other

**REFERENCES:**

EEOC Enforcement Guidance No. 915.002 – Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964

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