



CREATIVE

BACKGROUND CHECKS  
GENERAL INFORMATION

Creative Associates International, Inc. (hereinafter “the Company”) is committed to the highest standards of responsible hiring practices, therefore, the Company has instituted a program that will reduce the risk of violence in the workplace, avoid negligent hiring liability, detect falsified employment applications, and help to provide the safest environment possible to our clients, employees and the general public.

An investigation into the background of each employee will enable the Company to acquire information in their backgrounds that undetected, might adversely impact the Company.

This standardized investigation program will be mandatory for all candidates for hire after an offer of employment is made, as well as for existing employees where an employee is considered for promotion or a major change of assignment. For existing employees, the Company will request a criminal records search, social security number trace, credit report search and search of United States government lists of persons debarred or blocked from performing or conducting business in the United States. For new employees, the Company will request the above records, plus educational records, verification of employment of positions held, and information from professional references. The Company will request further information on existing or new employees when it determines that these employee’s work calls for specialized government clearance. Government clearance investigations will be conducted, with the employee’s direct consent, in accordance with the regulations of the particular government department or agency involved.

The Company uses an independent Consumer Reporting Agency. The current contractor is “Vanella Employment Screening”, to check specific information (listed above) on existing employees (if necessary), as well as new hires. The Human Resource Manager reviews the background screening results confidentially. All information received will be kept most private and revealed to only those with a “need to know” authority. Individuals will be advised before any background check is conducted and will be required to authorize the background check. Employees may review the results of any background check performed upon request.

Employees should know that the information received through the specialized contractor shall only be used for employment purposes. Any other use will violate our agreement with Vanella Employment Services and will also violate the provisions of the federal Fair Credit Reporting Act as well as the various state statues that apply to background screening.

Any questions regarding background checks should be directed to the Human Resource Manager.