



Background Check Policy **Preparation Form**

This Preparation Form is designed to help both you and us make the process of creating your custom Background Check Policy more efficient. Please complete all applicable sections as completely as possible. **If any information is not readily available, we recommend you gather this information prior to commencing the online session so you may complete your document.**

If you have any questions as you work on the questionnaire, please contact us at info@helixcompliance.com, or contact Laditum Support at support@laditum.com.

Company Information

Name of Company or Organization: _____

This policy applies to the following department(s):

- | | |
|---|---|
| <input type="checkbox"/> All | <input type="checkbox"/> Human Resources & Administration |
| <input type="checkbox"/> Marketing & Advertising | <input type="checkbox"/> Sales & Customer Service |
| <input type="checkbox"/> Operations | <input type="checkbox"/> Finance & Accounting |
| <input type="checkbox"/> Legal & Compliance | <input type="checkbox"/> Production & Inventory |
| <input type="checkbox"/> Information & Technology | <input type="checkbox"/> Other: _____ |

Policy Information

Name of this policy: _____

Include document type at the end of the name (e.g. Policy, Agreement, etc.)

Date this policy was originally issued: ____ / ____ / ____

Date of this policy's most recent edition: ____ / ____ / ____

Include the date of the most current version of this policy.

If this is the company's first edition of this policy, you may select the original issue date.

Policy

Select the department(s) responsible for the administration of this policy:

- Human Resources Compliance Legal Other _____

Select whether the company requires or may require applicants and employees to satisfactorily complete a background check:

- Requires May Require



Employee Coverage, Other Policies, and Employee Acknowledgment

Does the Firm have any employees covered under a collective bargaining agreement?

- Yes No

Please select the other Firm policies that this Background Check Policy may affect or be affected by:

- All
- Anti-Retaliation Policy
- Document Retention Policy
- Drug Testing in the Workplace Policy
- Employee Referral Policy
- Equal Employment Opportunity Policy
- Nepotism Policy
- Personal Information Protection Policy
- Personnel File Access Policy
- Salary History Inquiry Policy
- Substance Abuse in the Workplace Policy
- Other: _____

Does the Firm require employees to acknowledge receipt and review of this policy?

- Yes No