

**Subject: Request for Criminal History**

**Department: Human Resources**

**Purpose:**

The purpose of this policy is to promote a safe and productive environment and work place in protection of our Clients' patients, visitors and employees through exercising reasonable care in selecting its employees. At our medical Client's request, NuWest Group Holdings LLC (NuWest) ensures that individuals who join any of our Client workforces have not been found by a court to have committed crimes: relevant to their employment, against children and/or against vulnerable adults.

**Information:**

In accordance with the requirements of RCW 43.43.830-.845 as amended, NuWest will require each applicant, who may be offered a position as a temp, contractor or employee, disclose to NuWest whether the applicant (a) has been convicted of certain crimes described in Attachment A; (b) has had findings made against the applicant in any judicial or administrative adjudicative proceeding that results in a finding of or upholds a finding of domestic violence, abuse, sexual abuse, neglect, or exploitation or financial exploitation of a child or vulnerable adult; or (c) has both a conviction under (a) above and a findings against the applicant under (b) above. Applicants must sign their disclosures under penalty of perjury under Washington law.

For any prospective employee offered a position with one of our medical clients, NuWest may be asked to conduct a background check through the Washington State Patrol, the Office of the Inspector General, the Excluded Parties List System, and/or depending on the individual's role at our Client, through a national search process. The Human Resource Department will serve as the office of record for all criminal background check results and confidentiality will be maintained. Except in cases of a business reason to know, hiring managers will not receive any details of a criminal background check. Hiring managers will receive a notification from Human Resources as to whether the background check has revealed any criminal convictions. NuWest's policy and state and federal laws recognize an individual's right to privacy and prohibit employees and others from seeking out, using, or disclosing personal information except within the scope of their assigned duties.

**Process:**

1. Each applicant will receive notification at the time of application that if he or she is offered a position at our Client, that offer will be conditioned upon the applicant's successful completion of a criminal background check.
2. Applicants to whom our Client offers position shall be given a conditional offer of employment only after the applicant offered a position discloses the applicant's criminal background history described in this policy, no later than the first day of the applicant's orientation. All offers of employment are made subject to successful completion of background checks.
3. Completed disclosure forms shall be processed and reviewed by Human Resources.
4. Each applicant who completes a disclosure of his or her criminal background history described in this policy shall be notified of the Washington State Patrol's response within ten days after NuWest's receipt of the response. NuWest shall provide a copy of the response to the applicant, notify the applicant of such availability, and any resulting decision to hire, not hire or terminate by Human Resources.

It is the intent of NuWest to comply with state and federal law outlining appropriate use of criminal background check data. NuWest does not use arrest record information when making employment decisions. In no case shall any criminal background check information retained by Human Resources under this policy be disseminated.

**Attachment A**  
**Criminal Conviction Disclosure Statement**

**Note: convictions include judge or jury verdicts, guilty pleas, “Alford” pleas and pleas of “nolo contendere.”**

Please complete the following disclosure statement. Print clearly and use BLUE or BLACK ink.

Have you ever been convicted, either as a juvenile or an adult, of any of the following crimes against children, vulnerable adults or other persons?

YES	NO		YES	NO	
0	0	Aggravated murder	0	0	First degree custodial sexual misconduct
0	0	First degree murder	0	0	Second degree custodial sexual misconduct
0	0	Second degree murder	0	0	Forgery
0	0	First degree kidnapping	0	0	Indecent Liberties
0	0	Second degree kidnapping	0	0	Incest
0	0	First degree assault	0	0	First degree promoting prostitution
0	0	Second degree assault	0	0	Unlawful imprisonment
0	0	Third degree assault	0	0	Simple assault
0	0	First degree assault of a child	0	0	First degree criminal mistreatment
0	0	Second degree assault of a child	0	0	Second degree criminal mistreatment
0	0	Third degree assault of a child	0	0	Child abuse or neglect as defined in RCW 26.44.020
0	0	First degree rape	0	0	First degree custodial interference
0	0	Second degree rape	0	0	Second degree custodial interference
0	0	Third degree rape	0	0	Malicious harassment
0	0	First degree rape of a child	0	0	First degree child molestation
0	0	Second degree rape of a child	0	0	Second degree child molestation
0	0	Third degree rape of a child	0	0	Third degree child molestation
0	0	First degree robbery	0	0	First degree sexual misconduct with a minor
0	0	Second degree robbery	0	0	Second degree sexual misconduct with a minor
0	0	First degree arson	0	0	Patronizing a juvenile prostitute
0	0	First degree burglary	0	0	Child abandonment
0	0	First degree manslaughter	0	0	Criminal abandonment
0	0	Second degree manslaughter	0	0	Promoting pornography
0	0	First degree extortion	0	0	Selling or distributing erotic materials to a minor
0	0	Second degree extortion	0	0	Custodial assault
0	0	Third degree extortion	0	0	Violation of child abuse restraining order
0	0	Communication with a minor for immoral purposes	0	0	Child buying or selling
0	0	First degree theft	0	0	Prostitution
0	0	Second degree theft	0	0	Felony indecent exposure
0	0	Third degree theft	0	0	Vehicular Homicide
0	0	Sexual exploitation of minors	0	0	Any of these crimes as they may be renamed in the future.

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If your answer is “yes” to any of the previous items, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

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Are there any criminal charges currently pending against you?  YES  NO

If your answer is “yes,” please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed

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Have you ever been convicted of a felony or misdemeanor, including plea bargain or other arrangement with prosecuting authorities? Convictions include judge or jury verdicts, guilty pleas, “Alford” pleas and pleas of “nolo contendere.”  YES  NO

If your answer is “yes,” please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

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Have you ever been found, in a: (a) dependency action, (b) domestic relations proceeding, or (c) disciplinary board final decision, to have sexually assaulted or exploited a minor, or to have sexually abused a minor?  YES  NO

If your answer is “yes”, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

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Have you ever been excluded, suspended or debarred from, or otherwise sanctioned by the Medicare or Medicaid programs or any other federally funded health care program? Is your certification, license or professional certificate currently inactive or has it ever been revoked, suspended, or any other corrective action taken by the Department of Health or any other certifying/licensing agency?  YES  NO

If your answer is “yes” to any of the above, please describe and provide the date(s) of the exclusion(s), suspension(s), sanction(s), conviction(s), and the sentence(s) imposed.

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Are you a respondent in a protective order or anti-harassment civil proceeding against you regarding a child, vulnerable adult or other person?  YES  NO

If your answer is “yes,” to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

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You will be notified and will receive a copy of the Washington State Patrol response within ten days after we receive the report. We will make a copy of the report available to you upon your request.

**I UNDERSTAND THAT THIS AUTHORIZATION FORM AND THE BACKGROUND CHECK IS THE RESULT OF WASHINGTON STATE LAWS AND REGULATIONS AND NUWEST GROUP HOLDINGS LLC POLICY AND IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE FALSE IT MAY RESULT IN THE LOSS OF MY EMPLOYMENT.**

I understand that I am signing this under penalty of perjury. By signing this form, I state that the information is true and correct to the best of my knowledge. My signature below authorizes NuWest Group Holdings LLC. to obtain now and on a periodic basis conviction records from Washington State, including the Washington State Patrol, and from other states, and to obtain from Washington and other states licensing information and any determination of finding of abuse, neglect, exploitation or abandonment. I understand that the result of this background check(s) will be released to NuWest Group Holdings LLC.

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Signature

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Name (Please print)

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Date