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| Transforming Lives |  DIVISION OF VOCATIONAL REHABILITATION (DVR) **Background Check Review: Character, Competence,**  **and Suitability for Contractor Employees / Volunteers** |
| *Use this review to determine applicant/employee character, competence, and suitability. This form may NOT be used when the individual has automatically disqualifying convictions, pending charges, or negative actions.* |
| PRINT APPLICANT / EMPLOYEE’S NAME (LAST, FIRST, MIDDLE) | DATE OF BIRTH | DATE OF REVIEW |
| POSITION NUMBER | JOB CLASSIFICATION (IF APPLICABLE) |
| CURRENT STATUS OF APPLICANT[ ]  New employee [ ]  Volunteer / student[ ]  Current employee [ ]  Other (specify):  |
| **Information to review for determination (attach additional sheets, if necessary)`** |
| **Date** | **List all non-disqualifying:*** **Convictions**
* **Pending charges**
* **Negative actions**
* **Other**
 | **Source of record (APS, DOH, WSP, etc.)** | **Self-disclosed?** | **Age at conviction** | **Court / DOC / Criminal Justice Outcomes** |
|  |  |  | [ ]  Yes[ ]  No |  |  |
|  |  |  | [ ]  Yes[ ]  No |  |  |
|  |  |  | [ ]  Yes[ ]  No |  |  |
|  |  |  | [ ]  Yes[ ]  No |  |  |
|  |  |  | [ ]  Yes[ ]  No |  |  |
|  |  |  | [ ]  Yes[ ]  No |  |  |
| APPLICANT EXPLANATION AND DOCUMENTATION |
| **Appointing Authority Review** |
| On this date, I met with the applicant whose background check was reported by the DSHS Background Check Central Unit (BCCU) as having a record. I have provided a copy of the report to the applicant and reviewed the background results with the applicant to ensure the information is correct. If there was misinformation, I instructed the applicant in correcting it. I have also reviewed the specific requirements for the position. |
| COMMENTS |
| **Approval:** [ ]  Based on my interview, I am approving the applicant for employment or volunteer / student assignment. I have determined the applicant’s character, competence, and suitability are acceptable to allow the applicant unsupervised access to vulnerable clients.**Disqualification:** **[ ]** Based on my interview, I am disqualifying this applicant for employment or volunteer / student assignment. I have determined the applicant’s character, competence, and suitability is not acceptable to allow the applicant unsupervised access to vulnerable clients. |
| HIRING AUTHORITY’S SIGNATURE DATE | HAIRING AUTHORITY’S PRINTED NAME |
| **Do not return this form or related documents to DVR.** Retain this form with the results of the applicant’s Background Check results.DVR may, at its discretion request a copy of this form and any related documents at any time. |