

## **Policy for Conducting Background Checks**

3/12/09

New municipal employees will be required to have a complete state background check done prior to completion of hiring process. The background check form will be included in the hiring packet. The new hire needs to bring this form to the Holderness Police Department and have their finger print card completed. At this time the Police department will return the form and card to the Town Bookkeeper, who will then send the paperwork to the state with a check for the appropriate amount of money.

Recreation seasonal staff and part time instructors will be required to have a background check completed by Southeast Security Consultants Inc. Should any checks come back needing further investigation, the Chief of Police will be contacted to help interpret the results. The seasonal staff will need to fill out the consent form, which will be included in the hiring packet and return it to the Bookkeeper. The Bookkeeper will then send / fax the form to SSCI with the appropriate amount of money.