



Beaver City Consent Form for Background Check

I, _____, hereby consent to undergo a criminal background check as part of the employment screening process for Beaver City, I understand that this background check is conducted in accordance with the company's Employee Background Check Policy, as well as the requirements outlined in Utah Code 53-10-108 and 9-7-218.

Scope of Consent: I understand that this background check may include, but is not limited to, a review of my criminal history records, employment history, and other relevant information necessary to assess my suitability for employment with Beaver City.

Purpose of Background Check: I acknowledge that the background check is conducted for the purpose of evaluating my eligibility for a qualifying position within Beaver City, and to ensure the safety and security of the workplace and patrons.

Procedure and Dissemination: I understand that the information obtained from the background check will be used solely for employment-related purposes and will be handled with confidentiality and in compliance with applicable laws and regulations. I further acknowledge that any dissemination or use of the information for unauthorized purposes is strictly prohibited.

Opportunity to Respond: I acknowledge that if adverse information is discovered, as a result of the background check, I will be provided with written notice of the reasons for disqualification and an opportunity to respond to the reasons following the procedures established in the company's policy.

Distribution of Policy: I acknowledge that I have been provided access to the company's Employee Background Check Policy, which outlines the procedures and limitations for conducting background checks. I understand that this policy is available for review and is posted in a prominent location within the company's premises.

Cost Reimbursement: I understand that, within appropriations made by the Legislature for this purpose, the State Library Board may reimburse the company for the costs associated with conducting the criminal background check.

Effective Date: I understand that this consent form is effective immediately upon my signature and will remain in effect for the duration of my application process and employment with Beaver City.

By signing below, I acknowledge that I have read and understand the contents of this consent form, and I voluntarily consent to undergo a criminal background check as part of the employment screening process.

Signature: _____ Date: _____

Printed Name: _____

Company Representative:

Signature: _____ Date: _____

Printed Name: _____

[Note: This form should be signed by the applicant and a representative of the company conducting the background check.]



Beaver City Employee Background Check Policy

Policy Overview: This policy outlines the procedures and limitations for conducting employee background checks in compliance with Utah Code 53-10-108. The policy ensures that background checks are conducted lawfully, with respect to individuals' privacy rights, and for legitimate employment purposes.

Scope: This policy applies to all employees, volunteers, and applicants of Beaver City, hereafter referred to as "qualifying entity."

1. Purpose of Background Checks: Background checks are conducted to ensure the safety and security of our workplace and patrons, to assess an individual's suitability for employment or volunteer positions, and to comply with relevant state and federal regulations.

2. Access to Criminal History Records: Access to criminal history records is limited as per the provisions of Utah Code 53-10-108. Only authorized entities may access such records for specified purposes, including but not limited to:

- Criminal justice agencies
- Qualified entities for employment screening of their own employees or volunteers
- State agencies for conducting background checks on employees, applicants, volunteers, and contract employees
- Other entities as authorized by the Commissioner for specific research, evaluative, or statistical purposes

3. Requesting Information: Before requesting information from criminal history records, the qualifying entity must obtain a signed waiver from the individual whose information is being requested. The waiver must inform the individual about the nature of the background check, who will access the information, and how it will be used.

4. Use of Information: Information obtained from background checks may only be used for the purposes disclosed in the signed waiver and for employment-related decisions. Any dissemination or use of information for other purposes is strictly prohibited and may result in civil liability.

5. Challenge of Information: Individuals have the right to challenge the accuracy and completeness of the information received from background checks. Procedures for challenging information shall be provided by the qualifying entity in accordance with applicable regulations.



6. Fees: Fees for background checks, fingerprinting, and related services will be paid for by the employee, volunteer or applicants and then reimbursed by Beaver City. Fees collected shall cover the costs incurred in providing background check services.

7. Cloning of FBI Rap Back System Subscriptions: Under specific conditions outlined in Utah Code 53-10-108, a qualifying entity may request the cloning of an individual's FBI Rap Back System subscription for employment-related purposes. Such requests must adhere to the established procedures and require a signed waiver from the individual.

8. Compliance and Reporting: All employees involved in the background check process must comply with this policy and relevant state regulations. Any unauthorized use or disclosure of criminal history records must be reported to the appropriate authorities.

9. Review and Amendment: This policy shall be reviewed periodically to ensure compliance with current laws and regulations. Amendments may be made as necessary with approval from Beaver City Council.

10. Legal Disclaimer: Beaver City and its employees are not liable for defamation, invasion of privacy, negligence, or any other claim in connection with the dissemination or use of information obtained through background checks, except as provided by law.

Conclusion: This policy serves to uphold the principles of fairness, transparency, and legality in conducting employee background checks. All employees are expected to familiarize themselves with and adhere to this policy in their hiring and employment practices.

Policy Owner: Beaver City Corporation

Approval Authority: Beaver City Council

Date Approved: June 25, 2024

Date of Last Revision: June 25, 2024