

CAPITAL MANOR

CRIMINAL HISTORY REVIEW PROCEDURE

In order to ensure the safety of our residents and employees and comply with state requirements, all new hires, are subject to a criminal history review.

The Oregon Senior and Disabled Services Division (SDSD) performs all criminal history reviews. The SDSD, together with Capital Manor, will determine whether you are “**fit**” (eligible for employment at Capital Manor) or “**disqualified**” (ineligible for employment at Capital Manor). Fingerprinting may be required, at your expense, for purposes of further investigation.

Please complete Section 5 of the attached 301AD form completely and accurately. Carefully read the instructions on the back of both forms. Providing incomplete, misleading or false information regarding charges or any criminal history will result in disqualification for employment at Capital Manor. You will not be considered for employment if all blanks are not complete in section 5.

Acknowledgment

I understand that any offer of employment with Capital Manor is a *conditional* offer based upon passing the Criminal History Check. I have reviewed the Criminal History Review Procedure. I understand that Capital Manor is required to obtain criminal history checks on all employees and that SDSD and Capital Manor determine whether I am qualified for employment. I also understand that if I am disqualified, I will **not** be eligible for further employment with Capital Manor, even if I have commenced working before completion of the history check.

Applicant

Date