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[www.smithswaterproofing.com](http://www.smithswaterproofing.com)

"An Equal Opportunity Employer"

### **Criminal Records Check Policy**

This company may obtain criminal conviction record checks on applicants for employment. This memorandum confirms the employment applicant review policy concerning conviction record of applicants.

1. This policy only reviews convictions. Arrest records will not be checked.
2. Applicants will not be hired for any positions involving driving who have a conviction for any driving offense involving alcohol or drug use within three (3) years before applying for the job at Smith's Waterproofing LLC.
3. All other applicants with convictions within seven (7) years of application will be reviewed by the Company to determine whether the conviction disqualifies the applicant. The Company will also review driving records and may reject applicants because of poor driving records.
4. Any applicants who falsify employment applications by indicating they have no convictions when they have been convicted in the past (of any date or type) will not be hired and, if hired before the conviction search is completed, will be terminated when the search record confirming a conviction is received by the Company.
5. Any employee who is convicted for any reason during their employment must inform Smith's Waterproofing LLC Management, in writing, of the conviction within five (5) business days of the conviction. Failure to timely provide written notification to the Company of the conviction may result in immediate termination of the employee. The employment status of an employee who timely reports a conviction will be reviewed on a case-by-case basis.
6. Appropriate steps will be taken to maintain the confidentiality of information received regarding an applicant's or employee's criminal record. Criminal conviction records will be maintained by the Human Resources Department in a file separate from employee and applicant files or kept in an appropriate restricted envelope secured for restricted access.
7. Nothing in this Policy shall modify the Company's employment policies.

**Criminal Records Check**

Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Have you been convicted of a crime as defined by the preceding Company Criminal Records Check Policy? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, where, when and nature of offense.

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I represent that all of the information now or hereafter given by me in support of my application is true and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date