

Current Background Check policy:

Background Checks for Job Applicants

Blount County Government does not currently conduct pre-employment screenings on job applicants.

The information below will appear in the Blount County Government Employee Handbook, if approved. The HR Department will document the procedure for how background checks are completed.

Proposed Background Check policy:

Background Check Policy

All offers of employment at Blount County Government are contingent upon clear results of a thorough background checks. Background checks will be conducted on all final candidates.

- A background check will only be conducted on an applicant who has received a conditional offer of employment.
- Information sought in a background check will only be job-related.
- Information obtained during a background check will be kept confidential.
- Applicants must sign a written acknowledgement form granting the County permission to do a background check.
- Types of background checks
 - Criminal Background Checks – will be conducted on all applicants once they are selected for employment.
 - Vehicle Driving Records – will be checked if your job duties require you to drive a vehicle on County business.
 - Credit History Checks – will only be conducted if your primary job duties will include handling money, finances or auditing.

Background investigations are conducted by a third party vendor and sent to the County Human Resources Department for review. The Human Resources Department will ensure that the record of each candidate's background investigation is confidential and maintained in the personnel file.