

# CRIMINAL BACKGROUND CHECK

POLICY NUMBER: RESERVED FOR FUTURE USE  
RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES  
RESPONSIBLE OFFICE: HUMAN RESOURCES

## I. POLICY STATEMENT

Northern Kentucky University requires a criminal background check for all new full-time and part-time employees upon hire when a conditional offer of employment has been extended. This is in accordance with Kentucky Administrative Regulation 164.281.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with Northern Kentucky University. Depending on a variety of factors (e.g., the nature of the position, the nature of the conviction, age of the applicant when the illegal activity occurred, etc.), the applicant may still be eligible for employment with Northern Kentucky University.

A conditional offer of employment may be extended to an applicant prior to the completion of a criminal background check. However, the applicant's first day of work in the position must not be prior to the satisfactory completion of the criminal background check.

## II. ENTITIES AFFECTED

*Describe the positions, units, departments, groups of people, or other constituencies to which the policy applies or has a material effect.*

Faculty and Staff

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	