

# Charles Hines & Son, Inc.

## Permission for Background Investigation, DMV Check, and Employment Verification

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I, \_\_\_\_\_ give permission to Charles Hines & Son to obtain information in the following areas:

**1. General Background Investigation – New Hire Employees and Annual Reviews**

A Criminal Records Check will be performed. This searches for any history of criminal activity. Understand that if this report is unsatisfactory, you will not be hired by the company.

**2. DMV Check – New Hire Employees and Annual Reviews**

A Department of Motor Vehicle check is completed to investigate your driving record. Since your position here at Charles Hines & Son may involve transporting clients, it is important to have a satisfactory driving record. You must not have a DUI or DWI in the past five years, or more than three moving violations or one chargeable accident on your record within the past three years. Please note that Offenses listed on the Background Report with Pending Trial Dates, for both prospective New Hire Employees and Annual Reviews, may have to be dispositioned on the court trial date, along with corrective documentation. These instances will always require an additional Background Report. If your DMV record is not compliant with our standards, you will not be allowed to transport clients and may not be hired by our company.

**3. Past Employment Verification – New Hire Employees**

Employment Verification is to determine any level of experience in that you may have with the services that we provide as an agency. We will call each of your past employers to verify the start and end date of your employment with them. The period of time recorded on your application must be verified by those employers to be considered towards your experience level.

This information will be treated confidential and will not be shared with other companies. I have read the above and understand that my background will be investigated in those three areas before being considered for hiring by Charles Hines & Son. Additionally, I also understand that a satisfactory General Background Investigation and DMV Check is required each year as part of an Annual Review.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**A COPY OF THE APPLICANTS DRIVER'S LICENSE AND SOCIAL SECURITY CARD MUST BE ATTACHED TO THIS FORM FOR NEW HIRES. DRIVERS LICENSE FOR REVIEWS.**

**Charles Hines & Son, Inc.**  
**Information Needed For Background Check**

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PLEASE PRINT ALL INFORMATION CLEARLY

LAST NAME : \_\_\_\_\_

FIRST NAME : \_\_\_\_\_

MIDDLE NAME : \_\_\_\_\_

MAIDEN NAME : \_\_\_\_\_

Male                       Female

OTHER NAMES, ALIASES, etc. \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CITY : \_\_\_\_\_

STATE AND ZIP : \_\_\_\_\_

COUNTY: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER'S LICENSE (STATE AND NUMBER): \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

Check box if you were a Medication Aid in an Adult Care Home.

**LIST ALL ADDRESSES FOR THE PAST SEVEN (7) YEARS STARTING WITH THE MOST CURRENT:**

Street	City	State	Zip	Dates (MM/YEAR)
1. _____	_____	_____	_____	From: _____ TO: _____
2. _____	_____	_____	_____	From: _____ TO: _____
3. _____	_____	_____	_____	From: _____ TO: _____
4. _____	_____	_____	_____	From: _____ TO: _____
5. _____	_____	_____	_____	From: _____ TO: _____

List states (with county) of residency outside of North Carolina: \_\_\_\_\_

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# Charles Hines & Son, Inc Disclosure of Conviction & Background Checks

Charles Hines and Son, Inc. is committed to providing quality care including the protection of people served and to keep families from harm or wrongdoing. Charles Hines and Son, Inc. conducts a statewide criminal record check, driving record check and N.C Health Care Registry check for all direct care staff and contractors prior to service delivery. All professional level staff must be found in good standing with their appropriate professional board (ie: Nursing, PT, OT, SLP).

All employees and applicants must report to the Human Resources Department any criminal arrests, charges, convictions, guilty pleas, pleas of no contest, prayers for judgment continued, or deferred prosecutions that exist at the time of application as well as those that occur after the employee's or applicant's application for employment was submitted.

Employees and applicants are not required to report the following charges or offenses: traffic offenses that are not felonies and are not related to and did not involve driving while intoxicated or under the influence of a drug or intoxicating beverage, or offenses that have been "waived."

The employee or applicant must make the report within five days after the employee or applicant receives notice of the charge or disposition. Failure to make a timely disclosure of a criminal arrest, charge or disposition that is later disclosed by the employee will result in discipline up to suspension.

If a verified criminal history check or other source shows that an employee of applicant has failed to disclose a criminal charge or disposition, then the Human Resources Department may conduct criminal history checks using private contractors on current employees that report on a regular basis any employee who is arrested, charged and/or convicted of a crime providing the procedure complies with the Fair Credit Reporting Act.

Upon hire and at the time of annual performance reviews, Charles Hines and Son, Inc. shall conduct a healthcare registry check, driver's license and the aforementioned criminal background check.

Disclosure Information (if applicable)

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This information will be treated confidentially and will not be shared with other companies. I have read the above and understand that my background will be investigated in these areas before being considered for hiring or on-going employment by Charles Hines & Son, Inc.

Signature: \_\_\_\_\_ /Date \_\_\_\_\_

Witness: \_\_\_\_\_ /Date \_\_\_\_\_

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