

### Yale University

#### Contractor Background Check Policy

Dear Contractor,

All employees of supplier, contractor, or consultant firms requesting a Yale ID must successfully complete a background check before an ID will be issued. In addition, firms must certify that any of their employees who will be present on Yale premises for thirty (30) days or more in a calendar year have successfully completed a background check. Employees currently holding Yale IDs, if any, must complete a background check in order to renew their Yale ID.

Yale considers the following to be the minimum criteria for a background check to be considered adequate for employees of suppliers, contractors, or consultants:

- Criminal check, which includes the National Sex Offender Registry, court records for all counties in which applicant has lived and/or worked (standard felony and misdemeanor), and Connecticut State seven-year felony and misdemeanor; and
- Social Security Number verification.

All felony convictions and some misdemeanor convictions, including those for assault, sale of drugs, violence, theft, or fraud, must be closely examined and will most likely not meet Yale's criteria for successful completion of a background check. Results of specific checks that indicate convictions in these categories for employees who will require a Yale ID, or be on premises thirty (30) days or more, must be referred to Yale University's Department of Human Resources Preemployment Screening Unit. You may also contact the Preemployment Screening Unit for other questions or issues stemming from the administration or results of specific checks, or for assistance in finding a background check provider. The Preemployment Screening Unit can be reached at [preemploymentscreening@yale.edu](mailto:preemploymentscreening@yale.edu).

If you do not currently conduct background checks for your employees, or you are self-employed, please indicate this on the attached compliance form. Your background check must be conducted through Yale University's provider, and Yale will supply you with instructions and associated costs for initiating this process.

Please acknowledge your receipt of this letter and your agreement to comply with these background check requirements by completing and signing the compliance form on the next page. **The compliance form must be signed by a principal of your company.** Firms that do not acknowledge compliance, or who indicate they cannot comply with these background check requirements, will not be permitted to obtain Yale IDs for their employees, nor have employees on Yale premises for thirty (30) days or more without special approval from the Director of Employee Relations and Staffing or the Director of Purchasing Services.

We appreciate your prompt response to this notice and your support of this requirement.



**Yale University**

**Contractor Background Check Policy Compliance Form**

All employees of supplier, contractor, or consultant firms requesting a Yale ID must successfully complete a background check before an ID will be issued. In addition, firms must certify that any of their employees who will be present on Yale premises for thirty (30) days or more in a calendar year have successfully completed a background check. Employees currently holding Yale IDs, if any, must complete a background check in order to renew their Yale ID.

Please indicate your compliance with Yale University's background check requirements for employees of suppliers, contractors, and consultants by checking the appropriate box below. This compliance form must be completed and signed by an officer or director of the supplier/contractor/consultant company and returned to Yale.

<b>Background Check Compliance</b>	
<b>Please indicate your compliance with Yale University's background check requirements for employees of suppliers, contractors, and consultants by checking the appropriate box below:</b>	
<input type="checkbox"/>	Our company will comply with Yale University's background check requirements.
<input type="checkbox"/>	Our company is a subcontractor and will require Yale University to conduct the background checks for our employees.
<input type="checkbox"/>	Our company will be unable to comply with Yale University's background check requirements.
<input type="checkbox"/>	I am self-employed and will require a background check through Yale's provider.

<b>Contractor Certification</b>	
<b>Please enter the indicated information below. By signing this compliance form, you certify that the statement checked above is true and that the information provided on this form is accurate.</b>	
<b>Company Name:</b>	
<b>Date:</b>	
<b>Officer/Director Name:</b>	
<b>Officer/Director Title:</b>	
<b>Officer/Director Signature:</b>	