

Background Checks for Criminal and/or Driver Record History

Due to the nature of your position, you are required to provide Star Island Corporation with additional information so we may conduct either a criminal or driver record check on you.

Following are the positions for which this check is required along with the type of background check you will need to agree to. You only need to provide Star Island with the form designated for your position.

Position	Record Check Form Required	Position Code
Babysitter	Criminal	5
Naturalist	Criminal	5
Vaughn Cottage Curator	Criminal	5
Truck Crew/Supervisor	Driver	6
Messenger	Driver	6

Directions for Criminal and Driver Record Checks

SIC uses Oxford Document Management Company for the automated processing of record checks. Following are the steps to follow:

1. Go to www.oxforddoc.com
2. Select “Click here to complete online Authorization Form” under **Applicants** on the upper right hand corner of the website’s home page.
3. Enter client number **972** and select the position code indicated above for your position.
4. Verify that the organization name listed is Star Island Corporation, select “Yes.”
5. Read through the “Background Investigative Reports Disclosure & Authorization Regarding Procurement of an Investigative Consumer Report;” indicate you have read and agree to the terms indicated by checking the box at the bottom of the page, then select continue.
6. Provide the personal information requested on this screen and check the box at the bottom of the screen to agree with the terms indicated, select continue.
7. Provide residential address information for the past seven years – be sure to include all addresses at which you resided, including home and school, select continue.
8. Confirm that the information you provided is correct and select “Confirm and Submit Authorization.”

The results of your record check will be sent to Human Resources at Star Island Corporation. Convictions disclosed or discovered in the background check process will only influence the selection of the applicant where such information is determined to be job-related. In making the determination of job-relatedness, consideration may be given to the recentness of the conviction, the frequency and severity of the crimes, the honesty of the candidate in disclosing the information, and the candidate’s subsequent work history.

SIC policy, as well as state and federal laws, recognizes the individual’s right to privacy and prohibits SIC employees from seeking, using, or disclosing information collected via a background check except within the scope of their assigned duties. Any information related to personal history, including conviction records, will be maintained in confidence. Only those personnel involved in the employment process will be informed and on a need-to-know basis.