

## **PRE-EMPLOYMENT INFORMATION**

In our commitment to provide a safe and drug-free work place, all applicants should be aware of the following pre-employment policies:

### **Pre-Employment Drug Screen**

All full-time/permanent employees hired by the City will be subject to pre-employment drug screening at a location of the City's choice. If tested results come back positive, the offer for employment with the City will be immediately revoked, or employment will be immediately terminated upon discovery.

### **Pre-Employment Criminal Back Ground Check**

All full-time/permanent employees will be subject to a criminal background check. Each individual situation will be handled on a case by case basis. Factors such as the severity, relevancy and time frame will be factored into the decision making process if a criminal record(s) is uncovered. Failure to disclose criminal convictions other than minor traffic offenses on your application will result in immediate termination.

### **Bureau of Motor Vehicle Driving Record Check**

Any employee regardless of status who will operate a City owned vehicle will be subject to a driving record check. Factors such as severity, relevancy and time frame will be factored into the decision making process if incidents appear on your driving record. Failure to disclose convictions other than minor driving infractions on your application will result in your immediate termination.