



# Medina County Policy Manual



<b>Policy: Employment Eligibility</b>	<b>Section: Employment</b>	<b>Number: 2.025</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised:</b>	<b>Page #: 1 of 2</b>

Successful applicants are appointed subject to the following employment constraints defined by the requirements of the position. Driving requirements only pertain if driving is an essential function of the position. An offer of employment may be withdrawn if an applicant is determined to be unqualified for the position.

- A. Proof of required licensure and educational requirements;
- B. Satisfactory driver's record check;
- C. Proof of employment eligibility;
- D. Proof of liability insurance in compliance with the Ohio Revised Code for an employee who must drive his/her private vehicle as a part of the job duties;
- E. An employee in a position requiring an educational degree or license will have his/her qualifications verified at the time of employment. Failure to maintain a current license may result in disciplinary action up to and including discharge.
- F. A criminal records background check with respect to any person who has applied for employment with the County. ORC 109.572, 5126.281
  - 1. Applicants for employment for positions with the Office for Older Adults (OOA), Medina County Transit or the County Home will be required to provide a set of fingerprint impressions that will be submitted by Human Resources to the Ohio Bureau of Criminal Investigation (BCI).
  - 2. If an applicant for whom a criminal records check request is required does not present proof of having been a resident of Ohio for the five-year period immediately prior to the date upon which the criminal records check is requested, Human Resources shall take a second set of fingerprint impressions and submit them to the Federal Bureau of Investigation.

Even if an applicant for whom a criminal records check request is required presents proof that they have been a resident of Ohio for a five-year period, Human Resources reserves the right, for good and sufficient reason, to take a second set of impressions for submission to the Federal Bureau of Investigation.

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- a. Applicants must provide proof from each of the five previous years.
- b. Examples of proof must contain the applicants name, address and date as represented on any of the following:
  - i. Tax forms
  - ii. Utility bills
  - iii. Bank statements
  - iv. Cancelled checks
3. If an applicant, upon request, fails to provide fingerprint impressions, the County shall not employ that applicant for any position.