



Background Check Policy

Background Checks

The Monmouth County Democrats ("MCD") may require Executive Committee Members, Candidates, Full-time Campaign Managers, Full-time Supervisors, applicants for employment to satisfactorily complete a background check. The MCD will consider your job duties, among other factors, in determining what constitutes satisfactory completion of the background check. All information obtained as a result of a background check will be used solely for MCD purposes.

Authorization

When a background check is required, you must complete MCD's authorization form. Failure to complete the form in a timely manner (3 days) may result in termination of MCD's consideration for the position of employment or volunteer. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

Confidentiality

All background check information will be kept confidential. The MCD complies with all applicable Federal, New Jersey, and local laws regarding background checks. It may be shared with someone, if applicable, i.e., in the case of a Campaign Manager, it may be shared with the Candidate.

Administration of this Policy

The Executive Director is responsible for the administration of this policy. If you have any questions regarding this policy, or if you have any questions about background checks that are not addressed in this policy, please contact the Executive Director.

Acknowledgement of Receipt and Review

I, _____ acknowledge that on _____ (date)
I received a copy of MCD's Background Check Policy and that I read it, understood it, and agreed to comply with it. I understand that MCD has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the Chair or Executive Director of the MCD. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Name _____

Signature _____

Date _____