



Oregon's new Ban the Box bill arrived on January 1, 2016, prohibiting employers from asking applicants to check a box on the employment application if he or she has been convicted of a crime. **Boly:Welch** staff members and recruiters are trained to support these state regulations which were designed to help employ individuals with previous criminal histories and put people back to work.

This is not an easy effort for a staffing agency that provides hundreds of Temporary and Direct-Hire employment opportunities each year to a client base built over our 30 years in the Portland Metro area. **Boly:Welch** has always provided background and reference checking as a service to our clients, at their request. The new legislation simply requires us to tighten the process to align with these state regulations. Even more detailed City of Portland requirements will take effect on July 1, 2016 as well.

To help us maintain our strong focus on client service in a proactive fashion, we ask that you provide us with a current background check policy. Don't have one, you say? See below to view a sample policy that you can revise to meet your organization's needs. Learn more about the new [Oregon State Law](#) and [City of Portland](#) legislation through these links.

We look forward to working with you on this key employment change.

Boly:Welch Team

Sample Background Check Policy

[Company Name] requires a criminal history check for all full-time, part-time and temporary employees upon hire once a conditional offer of employment has been extended by the hiring manager.

Although a disqualification is possible, in accordance with federal, state, and local laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with [Company Name]. Depending on a variety of factors (for example, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with [Company Name].

However, if the applicant attempts to withhold information or falsify information pertaining to previous convictions upon the offer of employment, the employee will be disqualified from further employment consideration in any position with the company due to falsification of an application.

An offer of employment may be extended to an applicant prior to the completion of the criminal conviction check. However, the applicant's first day of work in the position must not be prior to the satisfactory completion of the criminal conviction check.