

Date: \_\_\_\_\_

**Employment Criminal History Screening Determination**

To: \_\_\_\_\_

From: Barbara Thomas / Human Resources Coordinator

RE: Employment Screening

Criminal History Screening has been processed on: \_\_\_\_\_ .

Records found indicate that the above referenced applicant for employment's history is:

\_\_\_\_\_ **Acceptable** - **Further Approval from RPM Needed.**

\_\_\_\_\_ **Unacceptable** - **Do Not Hire.**

If an unacceptable record is found, the applicant for employment is not to be hired. The applicant for employment will be mailed a denial letter from the Central Office. The denial letter contains information that explains the sources of information used to make the determination.

Assessment is based upon the same criteria used to process an applicant for residency. In addition to this assessment, employment screening also includes a search of motor vehicle records and credit records. All employees of properties managed by Franklin Asset Management Company Inc must have a dependable form of transportation and a valid driver's license.

Further assessment by the Regional Property Manager is required before an offer of employment can be extended. Work qualifications and references must be confirmed. Site Managers do not have the authority to hire until they have received approval from the Regional Property Manager.

Should you have any further questions or comments, please feel free to contact me either by telephone (502) 491-2422 ext 126 or email [bthomas@franklinasset.net](mailto:bthomas@franklinasset.net) .

**End of Memorandum**

Cc: Regional Property Manager