

**JSRCC Policy 3-39, Employment Background Screening  
Procedural Grid for Implementation, Effective November 1, 2007**

Type of position	Employment References	Soc. Sec. #	Virginia Criminal History	Other State Criminal History	National Criminal History/ FBI w/ Fingerprints	Sex Offender Registry	Verif. of Academic Credentials	Motor Vehicle	Credit Check	Medical/ Physical Evaluation	Drug/ Alcohol Test
Full-time (non- Security/ Sensitive)	√	√	√	√	-	√	√	-	-	-	-
Part-time (non- Security/ Sensitive)	√	√	√	√	-	√	√	-	-	-	-
Full-time, Part-time, and Work Study (Security Sensitive)	√	√	√	√	√	√	√	-	√	-	-
Full-time, Part-time, and Work Study (Security Sensitive/Financial)	√	√	√	√	√	√	√	-	√	-	-
Full-time and Part-time (Drive State Vehicle w/student passengers)	√	√	√	√	√	√	-	√	-	-	-
Full-time and Part-time (CDL License)	√	√	√	√	√	√	-	√	-	-	√
Full-time and Part-time (Physical Demands)	√	√	√	√	-	√	-	-	-	√	-

(√) – Indicates type of screening check to be performed as provided in college policy.

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