

# Criminal Background Check Policy

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Johnson Motor Sales requires a criminal background check for all full-time and part-time internal 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 and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with Johnson Motor Sales. 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 Johnson Motor Sales.

However, if an applicant attempts to withhold information or falsify information pertaining to previous convictions, 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 background check

I, \_\_\_\_\_, understand that Johnson Motor Sales requires a criminal background check prior to the start of employment. I understand I am entitled to copies of any such public records obtained by the Johnson Motor Sales unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record(s) described in the above paragraphs.

By signing below I acknowledge that I have read and understand the Criminal Background Check Policy and I authorize Johnson Motor Sales to perform said checks.

\_\_\_\_\_  
First Name                      Middle                      Last Name                      Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Johnson Motors Representative                      Date