Background Checks and Substance Abuse Testing Policy

Effective July 1st, 2010, the University-wide Administrative Memorandum 470.1, Policy on Background Checks and Use of Criminal Record, Financial, and Substance Abuse-Testing Information in Employment Decisions will be implemented. In response to the memorandum, Fayetteville Policy and Procedure 402.1, Background Check and Substance Abuse have been developed.

Review the University-wide Administrative Memorandum 470.1 and the Fayetteville Policy and Procedure 402.1, Background Check and Substance Abuse policies to determine if a position requires any check or test.

Background Check - Job Description Language

Each position (including faculty) that is determined to require pre-employment screening will have language in the job announcement indicating that a background check, substance abuse test, or combination of these checks is required. [NOTE: Bracketed information may be included or omitted depending on the checks to be conducted for the position.]

This position is subject to a pre-employment [criminal] background, [sex offender registry] check, [drug screening], and [financial history] background check. A criminal conviction or arrest pending adjudication or adverse financial history information alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

For the positions determined to require pre-employment screening, satisfactory completion of background checks and/or substance abuse testing shall be required prior to extending an offer of employment. Contact UA Human Resources at http://hr.uark.edu/supervisors/602.aspx to initiate the appropriate background check(s)/substance abuse test.