



Trustees  
Rodney French, Jeff Rowe  
Jeff Hunley & Trevor Sutermaster

## COLUMBUS SHEET METAL WORKERS APPRENTICESHIP

3031 Lamb Avenue, Columbus OH 43219

614-471-3107 [www.csmwa.org](http://www.csmwa.org)  
Steve Allen Administrator & Training Coordinator



Trustees  
Joshua Spencer, Ronald Wilburn  
CW Park & Alex Grant

### **Background Check Policy:**

The Columbus Sheet Metal Workers Apprenticeship (“CSMWA”) has a strong commitment to providing a safe and secure workplace and learning environment for its apprentices and to establishing programs promoting high standards of health and safety. The purpose of this policy is to set forth the CSMWA’s policy regarding background checks for applicants and to provide practical procedures for its administration.

All applicants for apprenticeship or pre-apprenticeship will be asked on the Application Form if they have ever been convicted of a felony. If an applicant has been convicted of a felony, he or she will be provided an opportunity to provide an explanation on the Application Form. A previous felony conviction does not automatically disqualify an applicant from admission or hiring. If it is found through the application process or in any other manner that an apprentice or applicant has falsely responded regarding felony convictions on his or her Application Form, that applicant or apprentice will be denied admission or removed from the pre-apprentice or apprenticeship program immediately upon discovery of such falsification, regardless of how long the individual has been enrolled in the apprenticeship program.

Applicants for apprenticeship or pre-apprenticeship will be required to undergo the Parkersburg-Marietta Contractors and Trades Educational and Development Fund (“PMCTEDF”) School Background Check Package when they have become one of the top candidates on the list for admission to the apprenticeship program and/or prior to being hired as a pre-apprentice. All offers for placement made to an applicant are conditional upon the satisfactory completion of a background check. The offer of placement remains contingent in circumstances where an individual begins working for an employer prior to CSMWA’s receipt of the result of the background check. A newly employed apprentice or pre-apprentice will be removed under the terms of this policy for failure to satisfactorily complete a background check. The PMCTEDF School Background Check Package involves a seven-year national check for felonies and misdemeanors and an unrestricted check for registration as a registered sex offender. All costs for undergoing the background check will be borne by the CSMWA.

Before undergoing the background check, the applicant will complete the Authorization for Release of Information Background Check Consent Form and the Background Request Form. Copies of these forms are attached hereto and incorporated herein. The results of the background check are good for five (5) years, so an apprentice will not be required by CSMWA to submit to another background check once he or she has received a clear check. However, an apprentice may be required to submit to additional background checks by signatory employers as a condition precedent to being placed with an employer or on a particular project. Such additional testing is outside the scope of this policy.

A clear check indicates that the background data is in compliance with the guidelines established by PMCTEDF. If the results of the background check come back as something other than clear, it will be indicated as decisional by PMCTEDF, and the Trustees will review the report to make a decision regarding placement. When reviewing the results and making a decision, the Trustees will engage in an individualized assessment, considering the nature and gravity of the offense(s), the time that has passed since the offense, conduct and/or completion of the sentence, and the nature



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of the Apprenticeship position. The Trustees will apply the individualized assessment in a manner that is job-related and consistent with business necessity.

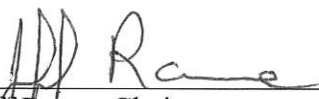
If the CSMWA reviews the information and intends to revoke its conditional offer of placement in the Apprenticeship Program, the CSMWA will provide the applicant with the Notice attached hereto as Exhibit A, a copy of the background check report, a copy of this Policy, and the Summary of Your Rights Under the Fair Credit Reporting Act attached hereto as Exhibit B.

The applicant will have five (5) business days from the date of the Notice to provide any additional information disputing or explaining the information in the background check report.

CSMWA will then provide the applicant with its final decision. If the final decision is to revoke the conditional offer of placement in the Apprenticeship program, CSMWA will provide the applicant the Notice attached hereto as Exhibit C.

After reviewing an applicant's background check information, any copies provided to the Trustees should be permanently and securely destroyed in all formats. The CSMWA office will retain one copy of the background check report in its applicant file in compliance with its Record Retention Policy.

Trustees: Jeffrey Rowe, C.W. Park, Rodney French, Ronald Wilburn  
Jeffrey Hunley, Josh Spencer, Alex Grant, Trevor Sutermeister

  
Jeff Rowe, Chairman

2-1-24  
Date

  
C.W. Park, Recording Secretary

2/1/2024  
Date

Approved on 2/1/24