

Single Contact Repository (Employee)

POLICY STATEMENT

It is the policy of this facility to use the Single Contact Repository (SCR) as a background check on every employee who works in the facility.

PROCEDURE

The facility has signed and sent to the State of Iowa a Memorandum of Understanding that we will obtain a specific permission to conduct state criminal history record checks through the DCI. We agree to keep this waiver on file and to allow DCI personnel to view this waiver upon request.

SPECIFIC WAIVER

I am a job applicant at Higley Mansion Care Center. I grant Higley Mansion Care Center permission to conduct a state criminal history check through the Department of Criminal Investigation. I understand that the records check will access the Nurse Aide Registry, professional license registers, the Dependent Adult and Child abuse registries, criminal history data and the Sex Offender register.

Sign and Date: _____

Please Complete the Following:

Last Name _____

Maiden Name _____

First Name _____

Middle Name _____

Social Security Number _____

Date of Birth _____

Male _____ Female _____

Professional License Type Nurse Aide _____ Nurse _____

License Number _____

Facility Interviewer _____ Sign and Date _____