

Vendor/Contractor/Consultant Background Check Policy

Dear Supplier,

Effective January 1, 2010, all employees of vendor, contractor, or consultant firms requesting a Yale ID will need to successfully complete a background check before an ID is issued. In addition, firms must also certify that any of their employees who will be on Yale premises for 30 days or more in a calendar year have successfully completed a background check. Those employees currently holding Yale IDs will need to complete a background check in order to renew their Yale ID.

Yale considers the following to be the minimum criteria for a background check to be considered adequate for employees of vendors, contractors, or consultants.

- Criminal Check to include National Sex Offender Registry; Court Records for all counties that applicant has lived and worked in (Standard Felony and Misdemeanor); and Connecticut State (7) Year Felony and Misdemeanor.
- SSN verification

All felony convictions and some misdemeanor convictions, including those for assault, sale of drugs, violence, theft or fraud, must be closely examined and will most likely not meet Yale's criteria for successful completion of a background check. Results of specific checks that indicate convictions in these categories for employees that will require a Yale ID or be on premises 30 days or more must be referred to Carrie Dantone at Yale University's Department of Human Resources. You may also contact Carrie for other questions or issues stemming from the administration or results of specific checks or for assistance in finding a background check provider. Carrie can be reached at 203-436-3900 or preemploymentscreening@yale.edu.

If you do not currently conduct background checks for your employees or are self-employed, please indicate this on the attached compliance form. Your background check will need to be conducted through Yale University's provider, and we will supply you with instructions and cost associated for initiating this process.

Please return your acknowledgement of receipt of this letter and your agreement to comply with these background check requirements by signing the attached form and e-mailing or returning in the enclosed envelope to the Vendor Compliance Unit. **The compliance form must be signed by a principal of your company.** Firms that do not acknowledge compliance, or who indicate they cannot comply with these background check requirements, will not be allowed to obtain University ID badges for their employees nor have employees on Yale premises for 30 days or more without special approval from the Director of Employee Relations and Staffing or the Director of Purchasing Services.

We appreciate your prompt response to this notice and your support of this requirement.

Vendor Compliance Unit
Yale University
PO Box 208228
New Haven, CT 06520-8228
vcu@yale.edu

**Vendor/Contractor/Consultant Employee Background Check Requirement
Acknowledgement Form**

Effective January 1, 2010, Yale University requires all firms with employees requesting a Yale ID and/or who will be on Yale premises for 30 days or more in a calendar year to ensure that these individuals have successfully completed a background check (criminal check and social security number verification). Those employees currently holding Yale IDs must successfully complete a background check in order to renew their Yale ID.

Please indicate your compliance with Yale University's background check requirements for employees of vendors, contractors, and consultants by checking the appropriate box below. This agreement must be completed and signed by an officer or director of your company and returned to the address at the bottom of the form.

- Our company will comply with Yale University's background check requirements.
- Our company is a subcontractor and will require Yale University to conduct the background checks for our employees.
- Our company will be unable to comply with Yale University's background check requirements.
- I am self-employed and will require a background check through Yale's provider.

Company Name	
Date:	
Officer/Director Name:	
Officer/Director Title:	
Officer/Director Signature:	

Please Return Completed Form To:

Supplier Background Check Policy Reply
Vendor Compliance Unit
Yale University
PO Box 208228
New Haven, CT 06520-8228

Or Email Completed Form To:

Vendor Compliance Unit
vcu@yale.edu