

Hazardous Material Transportation Security Awareness – Conducting an Employee Background Check

Note that your government may provide its own background checklists. Please check your government's website to find out more.

Background Checklist

When you perform **background checks** on potential employees, look for:

- ☐ Gaps in employment
- ☐ Frequent job changes

Check:

- ☐ All names used by the applicant
- ☐ Types of military discharges
- ☐ Citizenship
- ☐ Present and prior residence information
- ☐ Personal references
- ☐ Criminal history

Verify the **citizenship** of all employees. For **non-citizens**, verify that all immigration papers are on file and properly documented.

Include fingerprints and photos in the **personnel file**.

When you conduct **interviews** with potential employees, use your time to appraise each candidate's:

- Personality
- Character
- Motivation
- Honesty
- Integrity
- Reliability

Report any suspicious information to your company's security department.