

TO: Potential Employees of Bachman's Roofing, Building & Remodeling, Inc.

RE: Criminal Background Checks

To ensure that individuals who join Bachman's Roofing, Building & Remodeling, Inc. are well qualified and to ensure that Bachman's Roofing, Building & Remodeling, Inc. maintains a safe and productive work environment, it is our policy to conduct pre-employment criminal background checks on all applicants who are seeking employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned upon receipt of a background check report that is acceptable to Bachman's Roofing, Building & Remodeling, Inc. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential.

If information obtained in a criminal background check would lead Bachman's Roofing, Building & Remodeling, Inc. to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy.

Felony and misdemeanor convictions will be considered only to the extent to which they relate to the applicant's suitability for employment in the position for which the applicant has applied.

Additional checks such as a driving record, fingerprint verification and PA Child Abuse Clearance maybe requested based on your specific job duties and job site locations.

Attached is a Background Check Authorization Form.

Thank you-

Amie Henry