

**New Life Church of Arkansas, Inc.**  
**Criminal Background Check Policy**

**Purpose**

New Life Church of Arkansas, Inc. (hereinafter “New Life Church”) has determined that for positions within New Life Church, whether paid or volunteer, a criminal history records check is required for all candidates. The determination has been made on the basis of the particular requirements of the job, New Life Church’s need, and applicable federal and state laws. New Life Church of Arkansas, Inc. is an equal opportunity employer and does not discriminate on the basis of race, biological sex, age, national origin, disability, genetic information, or any other characteristic protected by federal, state or local laws. New Life Church of Arkansas, Inc. is a religious organization and does discriminate on the basis of religious beliefs to the extent protected by the First Amendment of the United States Constitution and other applicable laws.

**Procedures**

When a criminal history record check is required, the human resource department will request that the internal or external applicant for the position provide written authorization for the background investigation using the company-provided form and will conduct the check. New Life Church will inquire only about convictions and probationary status, if any, and not about arrests, unless required by applicable law. Human resources will provide the results of the criminal history record check to the appropriate Pastor and personnel along with a recommendation from legal counsel for a determination as to the candidate’s fitness for the position.

**Criminal history disqualifying factors**

The following factors will be considered for those applicants with a criminal history in determining whether to hire the external applicant, or to transfer or promote the internal applicant:

- The seriousness of the crime.
- The time since the conviction.
- The nature of the crime and its relationship to the position.
- The number (if more than one) of convictions.
- Any intervening religious experiences as determined by the examining Pastor.

Whether hiring, acquiring, transferring or promoting the applicant would pose an unreasonable risk to the church, its team members or its attendees and vendors.

In accord with applicable laws the applicant will be given an opportunity to review the criminal background check results and submit an explanation. If an applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for placement or employment. If a team member seeking a transfer or promotion to a position requiring a criminal history record check is found to have falsified any information regarding conviction history, the team member may be immediately discharged.