

## **Required Pre-Employment Screening Procedures**

This section describes the required components of the Pre-Employment Screening program. As a condition of membership in USA Swimming, member clubs are required to conduct the following pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules. TTSC is compliant with all required policies per USA Swimming. The following steps are all required of employees prior to hiring:

1) Past Employment Reference Checks or Verifications. Where there have been multiple employers, minimum of the 3 most recent employers.

2) Education Verification (highest held)

3) State Motor Vehicle Report Examination The club should carefully review and evaluate the information gathered as part of making a final decision to offer employment to a candidate. The screening process should be completed before the employee is officially hired and begins employment.