



Ohio Administrative Code

Rule 3358:5-3-24 Pre-employment screening policy.

Effective: [April 28, 2026](#)

- (A) Clark state college is committed to providing a safe and secure environment for the campus community. This is accomplished by the appropriate use of comprehensive background checks conducted by a third-party vendor.

Background checks are used by the college to evaluate individuals for employment without regard to race, color, sex, gender, ethnicity, religion, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by federal law. Background checks will be conducted in compliance with applicable laws and regulations.

- (B) This policy applies to all applications for employment (final candidates, post-job offer), college employees who move to a financially sensitive position, student workers, those working with minors, as well as any other person required by federal, state or local law.

- (C) This policy is administered as set forth in the associated background check procedures.

- (D) Human resources is assigned the responsibility of developing, implementing, and maintaining the pre-employment background check policy and procedures.