

Sec. 16-11. Criminal history inquiries and background checks for prospective city employees.

- (a) The director of human resources shall inquire into a job applicant's criminal history and conduct a background check before making any binding offer of employment for any position with the City of Norwich which is filled through the city's human resources department. Such inquiry and background check shall be conducted only after the job applicant has been interviewed for the position for which he or she has applied.
- (b) The initial application form used to gather information from job applicants shall not require any applicant to disclose prior criminal convictions but shall contain a prominent notice informing all job applicants that if they are among the finalists for the position for which they are applying, they will be required to provide information pertaining to any criminal convictions, and that a criminal background inquiry will be conducted for all candidates who receive a conditional offer of employment.

(Ord. No. 1604, 12-1-08)