

ABC Medical Office Notification to Applicants of Pre-Employment Screening

Why you need this model tool:

If your firm is going to ask for passwords and check social media accounts of job applicants, you need a formal notification to explain your intentions.

How this model tool helps you:

This is a prepared notification for job applicants.

How to use this model tool:

Fill in the blanks, make any other alterations and provide this notification to prospective employees if you intend to check their social media accounts.

THIS POLICY AND HUNDREDS MORE AVAILABLE AT <http://medicalofficemgr.com>.

Medical Office Manager assumes no responsibility for the effectiveness or legality of any of its online templates or tools. **Always consult your legal counsel and management before implementing any new policies or procedures.**

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Thank you for applying for employment with us. Please understand that ABC Medical Office reserves the right to collect information about you that's relevant to your application and qualifications from publicly available internet sources, including the following social networking sites: [List the sites you intend to check.]

Such checks will be performed by designated ABC Medical Office personnel only after an offer of employment has been made. The information ABC Medical Office obtains from this background check will be used to verify that you do indeed possess the professional qualifications and personal background that prompted ABC to make you the offer of employment.

ABC Medical Office is an equal opportunity employer and your application will be processed without regard to your race, religion, ethnicity, national origin, family status, sex, disability, sexual preference or other personal characteristics protected by employment discrimination laws.

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