

# The Landings Association Standards for Employment

## **Motor Vehicle Reports:**

Individuals being considered for positions which require operating a vehicle/equipment **must not** have had:

1. **No more than 5 (five) points.**
2. **Class A Violations (Can have none in the past 5-years):**
  - Any felony violations: DUI, Suspension of Driver's License, Driving without a License, Reckless Driving, Vehicular Homicide, etc.
3. **Class B Violations (Can have no more than 3 in the past year):**
  - Speeding 20 miles over posted speed limit, Stop Sign Violations, Child Support Violations, Open Container, Seat Belt Violations, Noise Violations
4. Drivers between the ages of 21-25 can only have one Class B Violation within the last 3-years.
5. Drivers under the age of 21 must have clean driving record with 0 points.

Be prepared to provide a current 7-year Motor Vehicle Report at time of interview. Please be advised that **all** circumstances surrounding a **pending** case will be considered before making a final hiring decision.

## **Background Records:**

Nationwide criminal conviction records will be checked on all individuals being considered for positions with The Landings Association. When considering an application from an individual with a criminal record, Human Resources will consider the following:

- Whether information about the offense was provided in full in a timely and truthful manner by the applicant.
- The circumstances surrounding the conviction.
- The timeframe in which the conviction took place.
- The offense as related to the position requirements.

### 1. **Credit History:**

A credit history will be pulled for all individuals being considered for positions that handle money.

## **Physicals/Drug Screens:**

All applicants will be required to complete a physical (height, weight, hearing, eye, motor skills, etc.). All applicants and employees are subject to drug testing. Offenders using or possessing illegal drugs or drugs without a prescription will be denied employment and/or subject to termination.

## **Vision/Values:**

Our Vision and Values guide us in our daily work activities and are standards for employment. We accomplish this through: Employee Initiative and Ownership, Teamwork, Effectiveness and Customer Service.