



Background Screen Process

Candidates or team members in the positions below must pass a background check prior to being extended an offer for employment or promotion.

- Associates who interact with children on a regular basis (i.e. Golf, Tennis, and Fitness Instructors)
- Associates that control cash or bank accounts
- General Managers

Request for Background Screen

The club's hiring manager should email the candidate's full name, phone number, and email address to hr@bobbyjoneslinks.com.

Candidate's Consent

A consent form will be emailed from Paycom to the candidate to complete electronically.

Processing

Once the candidate has completed the consent form, BJL HR will enter the request into the Paycom Background Screen Dashboard. Please allow 3 days for processing. Some jurisdictions may take longer.

Results

BJL HR will receive the results through the Background Screen Dashboard in Paycom. BJL HR will determine if the candidate can move forward with the hiring process or not and notify the club's hiring manager.

Bobby Jones Links Abuse Prevention Policy

Bobby Jones Links has an Abuse Prevention policy to prevent the physical, emotional, and sexual abuse of children and youth by our team members. Candidates extended an offer for the positions listed above or any position working with children must sign the Bobby Jones Links Abuse Prevention policy prior to starting the job. An Abuse Prevention Policy checklist can be added to the employee's Paycom record on Form 13. The team member can login to their Paycom ESS and navigate to the Abuse Prevention Policy checklist to electronically sign the policy.