

APPLICANT BACKGROUND CHECKS

AP No. 7126

Board Reviewed: 9/12/12

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This procedure is legally advised

- I. Applicants for positions will be subject to background or reference checks.
- II. Where a background investigation is performed by a third party, the Human Resources department shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. If the applicant is not hired, or the District takes other action that adversely affects any applicant based in whole or in part upon the third-party report, the Human Resources Director shall provide oral notice of:
 - A. the name, address, and telephone number of the third party agency that furnished the report;
 - B. the applicant's right to dispute the accuracy or completeness of any of the information in the report.
- III. Source / References:

Civil Code Section 47, 1785.16, 1785.20, and 1786.16 et seq.;

Fair Credit Reporting Act (federal)