

AP 7126 Applicant Background Checks

Reference:

Civil Code Section 47, 1785.16, 1785.20, and 1786.16 et seq. ; Fair Credit Reporting Act (federal)

Applicants for positions are subject to background and reference checks.

The application packet shall contain information regarding the types of background and reference check to be made and an authorization to conduct the checks before any check is performed. If an applicant is not hired, or the district takes other action that adversely affects any applicant, based in whole or in part upon these reports, the Chief Human Resources Officer shall provide oral, written, or electronic notice of:

- the adverse action to the applicant;
- the name, address, and telephone number of the agency that furnished the report;
- the applicant's right to obtain a copy of the report; and
- the applicant's right to dispute the accuracy or completeness of any of the information in the report.

An applicant's disclosure of certain criminal convictions does not necessarily preclude them from employment. Considerations should be made regarding: the nature of the conviction in relation to the vacancy, the length of time that has passed since the conviction and any additional collateral information provided.