
Human Resources

AP 7126 APPLICANT BACKGROUND CHECKS

References:

Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;
Federal Fair Credit Reporting Act

Applicants for positions may be subject to background investigation. Where a background investigation is performed by a third party (e.g. Federal Bureau of Investigation, Department of Justice, etc.), the Chief Human Resources Officer or designee shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive the report. If the applicant is not hired, or the District takes other action that adversely effects any applicant based in whole or in part upon the third-party report, the Chief Human Resources Officer or designee shall provide oral, written, or electronic notice of:

- the adverse action to the applicant;
- the name, address, and telephone number of the third party 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.

Date Adopted: June 16, 2015

(This is a new procedure recommended by the Policy and Procedure Service.)