



AP 7126 Applicant Background Checks

References:

Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;
15 U.S. Code Sections 1681 et seq. (Fair Credit Reporting Act)

1. Applicants for positions may be subject to background or reference checks. In addition to standard reference checks, background checks may be conducted as a requirement for final candidates for certain positions. A background check may compile criminal records, commercial records, and financial records of an individual.
2. Where a background investigation is performed by a third party, the Human Resources office 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 affects any applicant based in whole or in part upon the third-party report, the Human Resources office shall provide oral, written, or electronic notice of:
 - a. the adverse action to the applicant;
 - b. the name, address, and telephone number of the third-party agency that furnished the report;
 - c. the applicant's right to obtain a free copy of the report; and
 - d. the applicant's right to dispute the accuracy or completeness of any of the information in the report.

Reviewed by CPC 08/30/2022

Next review date fall 2028