

ADMINISTRATIVE PROCEDURES

AP 7126 Applicant Background Checks

Applicants for positions may be subject to background or reference checks.

Where a background investigation is performed by a third party, the Chief Human Resources Officer 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 to 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 shall provide oral, written, or electronic notice of:

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

See Board Policy 7120 – Recruitment and Hiring.

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

President's Cabinet Approved: October 10, 2018