



Policy

**7126 Applicant Background Checks**

A background investigation of new employees is required, including reference checks and a criminal history report. The cost for the criminal history report (fingerprinting) will be the responsibility of the selected candidate.

**Cross References (see also):**

YCCD Policy 7337 – Fingerprinting

**References:**

Civil Code Sections [47](#), [1785.16](#), [1785.20](#), and [1786.16 et seq.](#); Fair Credit Reporting Act (federal)

**Adopted:** February 9, 2011

**Revision Adopted:** ~~June 10, 2015~~, April 14, 2021

**Last Reviewed:** April 14, 2021

## Administrative Procedure

### 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 assigned administrator of Human Resources 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 assigned administrator of Human Resources shall provide oral, written, or electronic notice of:

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

#### References:

Civil Code Sections [47](#), [1785.16](#), [1785.20](#), and [1786.16 et seq.](#); Fair Credit Reporting Act (federal)

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**Procedure Last Revised:** February 9, 2011, June 10, 2015, April 14, 2021

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