



Policy

7126 Applicant Background Investigation Check – New Employees

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

Cross References (see also):

YCCD Policy 7337 – Fingerprinting

References:

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

Adopted: February 9, 2011

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Administrative Procedure

7126 Applicant Background Investigation Check – New Employees

New employees for positions shall be subject to background checks.

The applicant shall be provided an option to review the criminal history 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, Vice Chancellor 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.

Items below may be provided at applicant’s request at the time of review:

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

Procedure Last Revised: February 9, 2011, June 10, 2015