

TYPES OF BACKGROUND CHECKS

Depending on the status of the applicant (new hire or rehire) and the nature of the position, one or more types of the following background checks will be conducted.

A. Required Background Checks

1. Employment Verification

The campus will verify all prior employment within the past ten (10) years.

2. Education Verification

The campus will verify all educational requirements as appropriate to the position, which may include the high school diploma or General Education Development (GED) certificate, and all post-secondary degrees. Official transcripts may be required.

3. Reference Checks

The campus will contact current and former employers with a standardized inquiry to verify the applicant's work history and skills. The campus may send an inquiry to the applicant's current employer if the applicant specifically consents, or if an offer is made on such condition.

4. Criminal Records Checks

The campus will perform a criminal records check or will have a third party agency conduct this check. Fingerprinting may be performed as part of the criminal records check.

B. Checks That May Be Done if Job-Related

1. Credit Report History Check

If determined to be job-related (as defined by CA Labor Code § 1024.5), the campus will review the candidate's credit report, pursuant to credit check regulations. The campus' review of the applicant's credit report will comply with the requirements of the Consumer Credit Reporting Agencies Act (CCRAA) (refer to Attachment D1 for more details).

2. Motor Vehicle Records/Licensing Check

The campus will verify that applicants have a valid California or other State driver's license for employees who drive as a part of their university duties. The license must be appropriate to the vehicle operated (automobile, commercial vehicle, machinery or equipment). For positions that require employees to routinely transport students, faculty and/or staff, the campus may require the applicants to authorize the Department of Motor Vehicles to provide a copy of their past driving record and to authorize the campus to obtain periodic updates.

3. State/National Sexual Offender Registry Check

For all employment positions with regular or direct contact with minors, the campus will verify if applicants have been included in any state or federal sexual offender registry. Campuses may access records from the Megan's Law website (<http://www.meganslaw.ca.gov/>) to conduct a California state sexual offender registry check. For a national sexual offender registry search, campuses may access the U.S. Department of Justice's website (www.nsopr.gov) and/or the Federal Bureau of Investigation's website (www.fbi.gov/scams-safety/registry).

4. Professional Licensing, Certification, and/or Credential Verification

The campus will verify the applicant's professional licenses, certifications, and/or credentials to ensure that they are current and valid for practice. The campus will also assess if any disciplinary action(s) have been taken against the applicant through the licensing board or other appropriate source.