



# **ADMINISTRATIVE** **PROCEDURE**

**7126**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **APPLICANT BACKGROUND CHECKS**

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

Reference checks may be conducted by the Chair of the committee or by the Office of Human Resources. Reference checks will be conducted in conjunction with forms provided by the Office of Human Resources.

Where a background investigation is performed by a third party, the Office 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 Office of Human Resources 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.

**Reference: Civil Code Section 47, 1785.16, 1785.20, and 1786.16 et seq.; Fair Credit Reporting Act (Federal)**

Administrator: VP, Human Resources

College Planning Council: October 15, 2007

Executive Cabinet Review: September 8, 2020

College Planning Council Review/Approval 1<sup>st</sup> Reading: September 11, 2020

College Planning Council Review/Approval 2<sup>nd</sup> Reading: October 23, 2020

Board Meeting/Information Item: November 13, 2020

Next Review: November 2025