

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

Where a background investigation is performed by a third party, 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 If a conditional employment offer is withdrawn, or the district takes other action that adversely affects any applicant based in whole or in part upon the third-party report, Human Resources shall:

- Notify the applicant in writing stating which conviction(s) were relied on;
- Attach a copy of the conviction report which will include the name, address, and telephone number of the third party agency that furnished the report;
- Give the applicant five (5) business days to respond and/or dispute the accuracy or completeness of any of the information in the report before the withdrawal of employment becomes final.

Once the decision is final, the district shall send another written notice to the applicant.

References:

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

El Camino College
Board Approved: 4/16/18