



## **AP 7126 BACKGROUND CHECKS**

### **References:**

Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;  
Federal Fair Credit Reporting Act

In addition to standard reference checks, background checks may be conducted as a requirement for final candidates for certain positions. A background check may compile criminal records, commercial records, and financial records of an individual.

Where a background check is performed by a third party, the Chief Human Resources Officer shall make a clear and conspicuous disclosure to the final applicant(s) on a separate form before the report is procured. The final applicant(s) shall be provided an option to receive or not receive the report. If the final applicant(s) is not selected for the position, or the District takes other action that adversely effects any final applicant(s) based in whole or in part upon the third-party report, the Chief Human Resources Officer shall provide oral, written, or electronic notice of:

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

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**Date Approved:** April 1, 2015