

## **BACKGROUND CHECKS**

### **I. Background Checks**

The College requires applicants and employees to satisfactorily complete a background check, including but not limited to credit, criminal, driving records and employment references. The College will consider your job duties, among other factors, in determining what constitutes satisfactory completion of the background check. All information obtained as a result of a background check will be used solely for employment purposes.

### **II. Authorization**

When a background check is required, you must complete the College's authorization form. Failure to timely complete an authorization may result in termination of the College's consideration of your application. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

### **III. Confidentiality**

All background check information will be kept confidential. The College complies with all applicable federal, state, and local laws regarding background checks.

### **IV. Administration of this Policy**

The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or if you have any questions about background checks that are not addressed in this policy, please contact the Human Resources Department.