

**CHAPTER 7: HUMAN RESOURCES
ADMINISTRATIVE PROCEDURE NO. 7126**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: **Application Background Checks**

Adoption Date: **April 9, 2013**

Responsible Office: **Human Resources**

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

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

Where a background investigation is performed by a third party, the Director, 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 effects any applicant based in whole or in part upon the third-party report, the Director, 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.