

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Background Check Process

EFFECTIVE DATE: July 1, 2000

Southwest Tennessee Community College requires job-related background information for final candidates for specified positions and employees who are promoted, reclassified, or transferred into specified positions. This process is necessary to ensure that individuals are selected who possess the qualifications to perform the duties of the position most effectively and who are best able to serve the Institution. Background checks may include but will not be limited to the confirmation of an individual's identity, review of an individual's criminal conviction record, if any, or verification of any license, certificate or degree required for appointment. The President shall designate positions requiring background checks within the institution.

Appointment to or continued employment in a critical position is contingent upon successful completion of a background check. Any appropriate background check is completed prior to appointing a person to a critical position. Should a check be initiated after employment has begun, the results shall be used to assess the employee's suitability for continued employment.

Prior to beginning regular employment, all individuals are subject to an agency background check. Employment contracts should state that employment is conditional on a satisfactory background check. The offer of a regular position is conditional upon the candidate's successful completion of the agency background check. Whenever an offer is made in writing, this conditional statement must be included.

The Office of Human Resources will determine and maintain the list of what types of checks will be required based upon the responsibilities of the position. Examples of positions which may require multiple types of checks include but are not limited to: positions with access to master

Source of Policy: Transition Team VII
Human Resources

Related Policy: N/A

Approved: _____
President

**Responsible Vice President for Business,
Administrator:** Finance & Info Systems

TBR Policy Reference: N/A

TBR Guideline Reference: N/A

Date: July 1, 2000

keys; positions with direct access to/or responsibility for the institution's financial, payroll/personnel, and purchasing systems; positions with responsibility for operation of TBR vehicles, child care positions, campus security, and law enforcement positions; positions which require a professional license in which the absence of could expose the institution to legal liability and/or adverse public reaction; and internal auditor positions.

The Chair of the Search Committee or Division Deans are responsible for ensuring that the “employee/applicant release and disclosure form” is completed and forwarded to Human Resources for all applicants who are to be interviewed. The Office of Human Resources faxes or sends via software the “agency background check request” to the background check agency. The background check agency will normally respond within 24 to 48 hours of receipt of the form. Human Resources will notify the hiring department of the job-related results.

Detention and/or arrest without conviction does not constitute valid grounds for employment decisions and cannot play a part in the decision-making process. Only criminal convictions will be considered in determining an applicant’s suitability for employment. In determining an applicant’s suitability for employment where the applicant has criminal convictions on his/her record, consideration will be given to the specific duties of the position, the number of offenses and circumstances of each, the age of the conviction(s), and the accuracy of the explanation on the application.

In all instances where information is obtained that would disqualify the candidate for hire, the Office of Human Resources will discuss the information with the Assistant Vice Chancellor of Human Resources and the Office of General Counsel to ensure the decision not to hire is fair and legal based upon the information. The Fair Credit Reporting Act (FCRA) provides that written notice and the name of the background check agency be given to individuals when employment is denied based upon information received from the reporting agency.

The agency conducting the check will charge a fee for each check that is conducted. The fee will automatically be charged to the department or office that is hiring the position.

Human Resources will serve as the custodian of the records for background check results. Results on individuals who become employees should be kept in the employee’s personnel file. Background checks on individuals who do not begin employment should be kept with the search material.

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

**AUTHORIZATION
For Release of Personnel Data Record Information**

Date: _____

TO WHOM IT MAY CONCERN

I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application or employment. I am allowing that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who provides information based upon this authorization request. I understand this authorization is to be a part of the written employment application which I signed.

I have been given a stand alone, consumer notification that a report will be requested and used for the purpose of evaluating me for employment, promotion, reassignment or retention as an employee.

Print Name: _____

Signature: _____

Date of Birth (for identification purposes only): _____

Social Security Number (for identification purposes only): _____

If name changed (through marriage or otherwise) print former name here: _____