Offers of employment will be made contingent upon successful completion of a background check. Human Resources will review all local, state, county, and federal criminal history information as appropriate.

The College does not discriminate against applicants for employment on the basis of arrest, pending criminal charge, or conviction record. Although a disqualification on the basis of a pending criminal charge or conviction record is possible (in accordance with federal and state laws), a previous conviction does not automatically disqualify an applicant from consideration for employment. Depending on a variety of factors (e.g., the nature of the position, the nature of the conviction, or the time elapsed since the illegal activity occurred) the applicant may still be eligible for employment.

A pending criminal charge or a conviction record that is determined to be substantially related to a position for which an applicant is being considered will preclude the College from hiring the individual. In addition, if an applicant attempts to withhold information or falsify information pertaining to previous convictions, they will be disqualified from further consideration for any position. If employment is denied based on the findings of the background check, the applicant has the right to be informed of the reason.

The applicant will be required to complete a release form to authorize the College to conduct the background check. Refusal to complete the form will disqualify the applicant from consideration for the position.

Except as authorized by the individual in writing, or as required by law, information gathered will be disclosed only to College staff with a business need to know.