



Administrative Policy

Policy Title:	Background Checks for Employees
Policy Number:	1709
Date Adopted:	2/1/1997
Version:	6.0
Review Cycle:	Annual
Date Last Reviewed:	11/14/2018
Office Responsible:	Human Resources
Reviewing Committee:	Workforce Committee
Related Policies:	
Related Laws:	

Policy Summary: Background Checks

All applicants who are seeking employment at Jackson College will be required to submit to a background check that may include, but is not limited to, verification of employment history, credentials, and criminal history.

Policy Statement

Should any applicant or employee be found to have intentionally provided materially incorrect, false, incomplete or misleading information in consideration for employment, or if there are any material misrepresentations or omissions of any kind whatsoever, the College may deny an applicant employment, or will have just cause to terminate the employment of a College employee.

Date Of Change	Version	Description of Change	Responsible Party
4/4/2012	2.0	Update	W. Hendry
12/2/2014	3.0	Update	C. Allen
12/10/2015	4.0	Update for style guide	D. Schissler
06/15/2016	5.0	Review	C. Allen
09/24/18	6.0	Review	C. Allen