

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 7
Human Resources

AP 7126 Applicant Background and Reference Checks

References:

Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;
Federal Fair Credit Reporting Act

Applicants for positions may be subject to background or reference checks. Where a background investigation involving a credit review is performed by a third party, the third party agency shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured, informing the applicant of the following:

- the name, address, and telephone number of the third party agency that furnished the report;
- the right to obtain a free copy of the credit report; and
- the right to dispute the accuracy or completeness of any of the information in the credit report.

Ratified January 15, 2014