

ADMINISTRATIVE RULES

Title: PRE-EMPLOYMENT SCREENING	Identification: 6HX-10-3.19
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	Effective Date: April 26, 2017
Authority: F.S. 1001.64; 1001.65	Signature/Approval: Dr. Ken Atwater

PURPOSE

This administrative rule establishes College policy for conducting pre-employment screening for prospective College employees.

RULE

Human Resources will conduct pre-employment screening on all potential employees. The screening may include, but is not limited to, criminal background checks, reference checks, credit checks, pre-employment testing, educational verification, and licensure/certification.

Criminal background checks may be required of employees in any programs and departments as determined by the President.

Employment may be denied to any person due to past misconduct when it is determined to be in the College's best interest. Further, additional or follow-up background checks may be conducted, as needed.

History: Adopted 6/15/05; Revised 1/1/06; 9/18/07