

ALBRIGHT COLLEGE BACKGROUND CHECK POLICY FACULTY

It is the policy of Albright College to conduct a background check on all prospective faculty members prior to their beginning their employment with the College. This background check will include criminal history, social security verification, educational verification and, as appropriate for the position, a motor vehicle operation record as well as prior employment verification.

Prospective hires will sign a release form permitting the College to conduct the background search. Results of all background searches will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce the policy, or as required by law. Any offer of employment from the College will be contingent on the successful completion of this process as determined by the College.

Procedure for Background Checks:

The process of conducting background checks for prospective employees is as follows:

- The Human Resources Department begins the process by obtaining a signed release form from the prospective faculty member consenting to the background check.
- Release Form is sent to our third party screening and collection associate to initiate and process the confidential background check.
- Information received from the confidential search will be sent directly to the Director of Human Resources through secure email communication.
- Reports are reviewed by the Director for any possible adverse information, (including, but not limited to, relevant felony conviction, sexual misconduct), that may cause concerns related to the candidate's employment with the College.
- Information that raises any questions or concerns relating to employability at the College will be reviewed with the candidate for explanation. It then will be referred to the Provost and Vice President for Academic Affairs as well as the President for a final decision on employment. These discussions, as well as the final determination, will be confidential and will require official approval or disapproval from the Provost and Vice President for Academic Affairs in consultation with the President and Director of Human Resources.

All information, discussions and records relating to any and all relevant information will be confidentially maintained in the Offices of the Human Resource Department. Any adverse decision will be disclosed and shared with applicant in accordance with the law, including the Fair Credit Reporting Act (FCRA), and, if applicable, state law such as 18 P.S. § 9125.