



## **AP 7126 Applicant Background Checks**

### **References:**

U.S. Code Sections 1681 et seq. (Fair Credit Reporting Act)  
ORS 659A.360

Applicants for employment may be subject to background or reference checks.

When a background investigation is performed by a third party, the Human Resources Office shall make a clear and conspicuous disclosure by having the applicant sign an authorization form before the report is procured. The applicant shall be provided with an option to receive a copy of the report.

All employment offers are contingent upon the successful completion of a background check. The College reserves the right to rescind an offer of employment based on the findings reported in the background check. A conviction will not automatically disqualify a candidate from employment; however, certain convictions may be considered disqualifying based on their relevance to the position. Factors such as the nature, severity, and recency of the conviction, as well as its relation to job duties, will be taken into account.

### **Disqualifying Convictions**

An offer of employment may be rescinded if a background check reveals a conviction that includes, but is not limited to, the following:

- **Violent Crimes:** Convictions for offenses such as murder, manslaughter, assault, kidnapping, or domestic violence.
- **Sexual Offenses:** Any felony or misdemeanor involving sexual misconduct, including but not limited to sexual assault, child exploitation, or offenses requiring sex offender registration.
- **Crimes Against Children or Vulnerable Populations:** Convictions for child abuse, elder abuse, neglect, or exploitation.
- **Fraud and Financial Crimes:** Convictions related to embezzlement, identity theft, or financial fraud, particularly for positions involving financial responsibilities.
- **Substance-Related Offenses:** Recent felony drug trafficking or manufacturing convictions, particularly for roles that involve operating heavy machinery, driving, or handling medications.



# Treasure Valley

## COMMUNITY COLLEGE

- Weapons and Firearms Offenses: Illegal possession or use of firearms or weapons, depending on the job role.
- Theft or Property Crimes: Felony convictions related to burglary, grand theft, or destruction of property, particularly for positions that involve handling sensitive materials or company assets.

### **Review and Consideration**

Each case will be reviewed individually to determine whether the conviction is job-related and poses a risk to the College. Factors considered will include:

- The nature and gravity of the offense.
- The time elapsed since the conviction.
- The relevance of the conviction to the job responsibilities.
- Evidence of rehabilitation and character references.

### **Process**

1. If a disqualifying conviction is identified, HR will notify the candidate in writing of the intent to rescind the offer, providing them with an opportunity to respond.
2. The candidate may submit additional information, such as evidence of rehabilitation or mitigating circumstances, within a specified timeframe.
3. Human Resources, in consultation with the President, will make a final determination.

When a current employee transfers into a new position but has never had a criminal background check completed, criminal background check will be completed prior to the transfer to the new position.

**Approved: April 21, 2026**