



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

POLICY: Background Checks
Number: 5.2.3

Responsibility: Human Resources
Last Updated: November 14, 2023
State Policy/Law: SBTCE Policy 8-7-109 Background Checks

Commission Chair

President

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The College conducts background checks for employee applicants. Among potential data reviewed are criminal background checks, reference checks, E-Verify, motor vehicle checks, credit checks, and most common consumer reports applicable to the respective position.

Employment will be contingent upon the results of any background check. Conducting background checks will ensure that individuals offered employment have honestly presented their background and qualifications in oral representations and in written materials.

Information obtained from background checks will be confidential and will comply with the Fair Credit Reporting Act (FCRA). To ensure confidentiality of all applicant information, Human Resources coordinates the background investigation process. Results of the background checks are sent directly to Human Resources.

Procedures:

5.2.3.1 Criminal Background Checks (SBTCE 8-7-109.1)