

Daemen College Background Check Policy

Purpose

This policy has been implemented to review the candidate's personal and professional conduct, to ascertain that the candidate is well suited to perform the duties for the position to which he or she has applied.

General Policy

The policy requires that all faculty, staff, administrative employees offered employment after September 1, 2008, submit to a verification of credentials, employment history, criminal history, Social Security information and address verification. Additionally, credit checks will be conducted for employees who will have responsibility for handling College and other funds, making financial transactions or hold other positions requiring fiscal responsibility. Driving records will be reviewed for all applicants whose job duties requires driving. Search committees or hiring departments will continue to contact professional references of applicants during the hiring process. Professional references will highlight the skills, knowledge and accomplishments a candidate possess that will assist the search committee with identifying the best qualified applicant for the job.

The background checks will be conducted by a third party provider and must comply with all federal, state and local laws including, but not limited to, the New York and Federal Fair Credit Reporting Acts.

All applicants will be provided with a copy of the policy by the Personnel Office when their resume or application is received. The policy will also be a link on the department's website where employment opportunities are posted.

Procedures for Background Checks

Due to the sensitivity of some of the information collected, the Personnel Director will coordinate the collection of all background material. The Personnel Director will also be responsible for the secure storage of the data collected and the limited disclosure of the information to members of the campus community involved in the hiring decision or who otherwise have a business need to know.

Offers of employment must state that the offer is contingent upon the successful completion of all applicable background checks.

The hiring department or appropriate VP, will forward a copy of the letter of appointment and the applicant's resume to the Personnel Director in order to initiate the collection of background information.

Post offer, the Personnel Director will contact the applicant to arrange for the completion of an employment application and will obtain his/her signature on a form authorizing the appropriate data collection. Any applicant that refuses to submit to a background check will not be eligible for employment.

Visit www.daemen.edu/personnel/employment for further information including the Daemen College employment application, third party disclosure forms, Federal and New York State Fair Credit Reporting Acts.

Description of Data Collected

Social Security numbers will be verified with the Social Security Administration. Applicants will be given a reasonable opportunity to correct erroneous information with SSA prior to their elimination from consideration of employment.

Address and employment verification will reveal any discrepancies in information provided by the applicant.

Criminal records will be checked with national criminal databanks, court records and applicable state Sex Offender Registries to confirm that the prospective employee does not have an undisclosed criminal history that may preclude employment.

Credit checks will be conducted, if job relevant, by one of the major national reporting agencies such as Equifax, TransUnion or Experian.

Driving Records will be reviewed for all applicants if job relevant. A suspended or revoked license, a DUI or DWI conviction or significant moving violations may disqualify an applicant for employment.

All educational credentials beyond high school and any professional licenses will be confirmed as part of the background check. If the third party provider is unable to confirm education or credentials, the applicant will be given a reasonable opportunity to furnish any documentation that would satisfy the verification.

Review of Completed Reports

The collection of background information normally will be completed as quickly as possible, usually within five business days. Upon receipt, the Personnel Director will review the file for any contradictory or questionable results. The applicant will be given the opportunity to receive and review a copy of the report and to correct any defects in the report. The applicant will be allowed up to ten days to provide additional information or to dispute information presented in the report. The third party provider may be called upon to assist with confirming the authenticity of the information or to correct any defects. If the applicant has provided material misleading or erroneous information on the employment application, resume or during a selection interview, the applicant may be eliminated from further consideration of employment.

Where issues in the report are unresolved, the appropriate Dean or VP will be charged with reviewing the information within the constraints provided by federal, state or local law to determine whether employment is appropriate. The Personnel Director and search committee chair will be called upon to assist with this review.

For faculty positions, if the VP for Academic Affairs deems that the applicant should not be offered employment based upon information obtained in his/her background report, the search committee chair may request review of the report by the Faculty Review Committee.