

**BOARD POLICY****No. 160**

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TITLE: Background and Reference Checks

DATE ADOPTED: March 16, 2021

EFFECTIVE DATE: March 16, 2021

SUPERSEDES: December 20, 2005

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Purpose:

Background and reference checks are conducted to both verify the accuracy of the information provided by the applicant, as well as to protect the safety and welfare of the staff, students and property of Rowan College at Burlington County.

Policy:

These checks will be conducted on every applicant for employment, regardless of the position for which he/she is applying. Verification may include, but is not limited to, the following: Education Verification, Employment Verification, Credentials Verification, and Criminal Background check.

The College recognizes that its need to investigate employees' criminal history must be balanced with the need to protect employees' privacy. Therefore, consistent with applicable state and federal laws, the College prohibits its employees and others from seeing, using or disclosing personal information except within the scope of their assigned duties.

The criminal background check will also be conducted for Rowan College at Burlington County students where mandated by law, required by programmatic need, or affiliation agreement. The College may also be called upon to certify in writing to institutions, organizations, health agencies, etc. that the criminal background search was completed without identified problems for the students involved.



President

03-16-2021

Date:



Chairman

03-16-2021

Date: