

Applicants for positions may be subject to background or reference checks. The district utilizes the California Department of Justice (DOJ) for applicant background checks. This automated service for criminal-history background checks is required as a condition of employment. The Live Scan System (digitally scanned fingerprints) submission provides the quickest way to submit and process background checks (see Administrative Procedure 7337, Fingerprinting). The DOJ will report on conviction results in the state of California. Criminal background checks automatically report all past criminal convictions in a person's history, unless restricted by contract or law.

When an offer of employment is made, the Director of Human Resources shall notify the final candidate that it is conditional upon successful completion of the DOJ background check.

Child Development Center

The California Health and Safety Code requires a background check of all applicants, employees, and volunteers (under certain conditions) of community-care facilities who have contact with clients. If the California Department of Social Services finds that the individual has been convicted of a crime other than a minor traffic violation, the individual cannot work or be present in any community-care facility unless they receive a criminal-record exemption from the Community Care Licensing Division, Caregiver Background Check Bureau (CBCB). In addition, all applicants are required to undergo the Child Abuse Central Index name check. When an individual receives a criminal-record clearance, he/she may work or volunteer in a licensed facility.

Nursing Faculty

Background checks are required by facilities that place nursing faculty in clinical work, and thus are completed at the time of hire.