

Background Check Policy

(Effective July 26, 2009; updated October 1, 2010)

It is the policy of Lake Forest College to conduct background checks on all individuals hired into any biweekly, monthly, faculty, or temporary position. The purpose of this policy is: 1) to verify the identity and credentials of applicants; 2) to assist the College in determining a candidate's overall employability; 3) to protect organizational assets including personnel, property and sensitive information; and 4) to promote a safe learning and working environment and protect the welfare of current and future students, faculty, staff, and visitors to the College.

Lake Forest College will conduct a background check on a job candidate once a conditional offer of employment has been extended. The type of information included in the background check includes, but is not limited to: Social Security number validation; federal, state and county criminal checks; national sex offender registry; credit history and worthiness; education verification; driver's license verification; and motor vehicle records. Educational verification will be included in the background check for all full time candidates. Offers of employment are contingent upon satisfactory completion of the background check and candidates will not begin to work until then.

The College will use a third party agency to perform the background checks and will ensure that all background checks are conducted in compliance with federal and state statutes, including the Fair Credit Reporting Act. The Fair Credit Reporting Act requires the College to inform a candidate of his or her rights under the Act and obtain a written authorization before requesting a background report. A candidate who refuses to provide written authorization will be disqualified from further consideration for employment.

The results of the background check will be kept strictly confidential. Information that is relevant to the employment of the individual will only be shared with the manager or supervisor. A previous conviction does not automatically disqualify an individual from employment; Lake Forest College will comply with all applicable federal, state, and local laws and regulations regarding criminal convictions and the consideration thereof in employment. A candidate who attempts to withhold or falsify information during the application process will be disqualified from employment. If an employment offer is withdrawn on the basis of the results of background check, the College's third party agency will inform the candidate that it plans to take adverse action, inform the candidate of his or her rights, provide the candidate with a copy of the report, and allow the candidate to dispute inaccurate information.