

## **Criminal Background Check**

**Responsible Administrator: Director of Human Resources**

### **Policy**

Southwest Wisconsin Technical College (Southwest Tech) will maintain student and employee safety and health through the implementation of criminal background checks for all employees (full-time, part-time, and adjunct), for workstudy students, and student tutors.

### **Procedures**

- A. The Human Resource Department will conduct pre-employment criminal background checks for all employees (full-time, part-time and adjunct), for work study students, and student tutors. Southwest Tech will pay the cost of the pre-employment background check requested by the College.
- B. All applicants will be advised that the final candidate(s) for a position must successfully complete a background check as a condition of being employed at Southwest Tech.
- C. All final candidate(s) will be required to complete the required forms prior to the background check. (Applicant Release Form). Any final candidate who refuses to complete any of the required forms will be deemed to have withdrawn from consideration for employment.
- D. Caregivers covered under Section 48.685 and 50.065 of the Wis. Stats. will need to complete the Background Information Disclosure form.
- E. The Human Resource Department will review, as may be appropriate, state, county and federal background information.
- F. Convictions or pending criminal charges will not be an absolute bar to employment. A pending criminal charge and/or conviction will affect an individual's candidacy for employment if there is a substantial relationship between the circumstances of the pending criminal charge or conviction and the circumstances of the particular job or licensed activity.
- G. Information gathered under this policy and procedure will be disclosed only to College staff with a business need to know the information unless authorized by the individual in writing or as required by law.

Approval Date: 11/12/07

Revision Date: