

## Administrative Policy

### Suffolk County Community College

#### Policy on Background Checks

Suffolk County Community College is committed to providing a safe and secure environment for its students, employees and guests. Therefore, the College will conduct pre-employment background checks of individuals who have received a bona fide pending offer of employment. These background checks will be conducted through a third-party vendor. During the pre-employment process, applicants will be advised that the College conducts these background checks. Employment at the College will be contingent on the satisfactory outcome of background checks as well as the satisfactory completion of employment/professional references and all required pre-employment paperwork. If deemed relevant to the position for which an applicant is being considered, the College may also elect to request a credit report through a third-party vendor. In those instances, applicants will be advised that the College is conducting these credit checks and employment at the College will be contingent on a satisfactory outcome