



NEW JERSEY CITY UNIVERSITY

Background Check Procedures

1. All candidates for employment must complete and sign an employment application which informs applicants that are subject to a criminal background and/or driver's license and vehicle records check and fiduciary check, if applicable, as determined by the University. The candidate's signature authorizes the University to investigate all statements made on the application and authorizes educational institutions, employers and others to respond to questions concerning information contained in the application.
2. All prospective hires for applicable jobs must complete, "Notice and Authorization of Use of Consumer Reports for Employment Purposes" and receive a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," as governed by the New Jersey Fair Credit Reporting Act, N.J.S.A. 56:11-28 et seq. and the Federal Fair Credit Reporting Act, U.S.C.A. 15 U.S.C.A. 1681 et seq.
3. Conditional job offers may be extended pending the satisfactory results of all relevant checks. New hire letters will include language that employment is contingent upon applicable background checks.
4. If the background check or fiduciary check negatively implicates an employee's employment, the Office of Human Resources will, except where employment is expressly prohibited by law, review each case individually and consider factors such as, but not limited to, the nature and age of the crime reported, the position sought and duties, rehabilitation, the candidate's employment history and references.
5. Prior to taking any adverse employment action based on information contained in a criminal history check, the Office of Human Resources will provide the employee or candidate a copy of the report and a notice summarizing the individual's employment history, and references.
6. Data collected from any of these background checks or tests will be kept as confidential as possible, separate from the personnel folder and not accessible to supervisor and others who might otherwise have access to an individual's personnel records.



New Jersey City University

Fiduciary Check

Positions

In addition to the background checks required of all new hires, the University requires fiduciary checks for individuals hired for the following positions:

President

Provost

Associate/Assistant Provost

Vice President

Associate/Assistant Vice President

Dean

Controller

All Controller's Office Employees

Director of Athletics

Director of Financial Aid

Director of Auxiliary Services

University Service Center Employees

Director of Grants and Sponsored Programs

Director of Development

Director of Annual Giving

Director of Small Business Development Center

Director of Business Development Incubator

Any other positions involving budgetary or cash operations at the discretion of the Appointing Authority.