The College of New Jersey

Section:	IX.3.9
Title:	Background Policy
Effective Date:	July 28, 2011* This policy was in effect prior to this date.
Approved By:	VP for Human Resources
Responsible Unit:	Division of Human Resources (609) 771-2282, hr@tcnj.edu
History:	
Related Documents:	

I. INTRODUCTION

This document establishes The College of New Jersey's policy on background checks for new staff.

II. DEFINITIONS

N/A

III. POLICY

The College of New Jersey seeks to provide a safe and collegial environment conducive to academic and administrative pursuits. The purpose of this policy is to ensure that those who are newly employed by the college are appropriately screened and suitable for the responsibilities they will perform for the college. To accomplish this, the College conducts a series of background checks on all new hires at The College of New Jersey. Negative background information may be cause for withdrawal of an offer of employment and/or cause for termination of employment.

At a minimum, state and federal criminal and social security number background checks will be conducted on all newly hired staff employees. This background check may be expanded based upon the duties and responsibilities of the individual new hire. The college will also conduct educational and driver's license background checks that are required to satisfy the requirements for the position.

All Division of Human Resource policies are subject to change to satisfy legal requirements or to address the needs of the institution. Please contact the Division of Human Resources at 771-2282 if you have any questions about this policy.

IV. RELATED DOCUMENTS

V. HISTORY