

Background Checks Instructions for Volunteers

Instructions

- Fill out the employee/volunteer sections of following forms:
 1. Background Check Form (Form B)
 2. Authorization to Release (Form C)
 3. Live Scan Request Form

- Make an appointment with a Live Scan Agency

- Take the following with you to the appointment:
 - Live Scan Request Form
 - Payment for Fingerprinting (\$7-\$25)
 - Appropriate identification (California Drivers' License, California Identification Card or U. S. Passport)
 - Fingerprint Authorization Form (only if the scan is being done at UCSB)

Important: At the end of the appointment, request a copy of the Live Scan Form and a receipt for the cost of fingerprinting.

- Return Forms B and C, the copy of the Live Scan Form, and itemized receipt for fingerprinting (if you plan to be reimbursed) to the Reserve Coordinator.

Criminal Convictions

1. Only criminal convictions will be considered in determining an applicant's suitability for employment. Detention and/or arrest without conviction do not constitute valid grounds for employment decisions and cannot play a part in the decision-making process.
2. In determining an applicant's suitability for employment where the applicant has criminal convictions on his/her record, consideration will be given to the specific duties of the position, the number of offenses and circumstances of each, the age of the conviction(s) and the accuracy of the explanation on the application.
3. In instances where information is obtained that may result in a release from employment, or if there has been falsification of information submitted on University application materials that may be grounds for disqualification or separation, Employment will provide guidance and a recommendation to the hiring department.
4. If a completed background check regarding a current University employee reveals adverse information which may result in a denial for a promotion or transfer, or if there has been falsification of information submitted on University application materials that may be grounds for disqualification or separation. Employment will provide guidance and a recommendation to the hiring department.

Dispute Information

If a candidate disputes the accuracy of any information obtained in a background check (including criminal records) he/she should be referred to the agency that provided the information and, if applicable, his/her collective bargaining agreement. Such dispute will not necessarily impact the hiring process.