



BACKGROUND CHECK REQUIREMENTS

POSITION	MISC	CRIMINAL SEARCH	DMV, DRIVING LICENSES [Conducted by BMI at no cost to SJVC]	EDUCATION VERIFICATION	DRUG SCREENING, PHYSICAL EXAM, VACCINATIONS and TB TEST	COST
	Social security trace, HHS/OIG and EPLS searches	Can include statewide or county searches and over 500 other jurisdictions nationwide for felony, misdemeanor and sex offenders	Driving history, DUI and other information. NOTE: No drivers under 21 years old.	All college degrees, Professional licenses and Advanced degrees completed [sex offender conducted free of charge]		
Campus Director		√	√	√		\$45.00+
Campus Administrative Assistants			√			\$0.00
Deans All positions		√	√	√		\$45.00+
Division Managers and Program Directors All programs				√		\$15.00+
Instructors/Teaching Assistants All programs				Official Transcripts provided by applicant / candidate		\$0.00



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POSITION	MISC	CRIMINAL SEARCH *Last 7 years under all states	DMV, DRIVING LICENSES [Conducted by BMI at no cost to SJVC]	EDUCATION VERIFICATION	DRUG SCREENING ¹ , PHYSICAL EXAM ² , VACCINATIONS ³ and TB TEST ⁴	COST
	Social security trace, HHS/OIG and EPLS searches	Can include statewide or county searches and over 500 other jurisdictions nationwide for felony, misdemeanor and sex offenders	Driving history, DUI and other information. NOTE: No drivers under 21 years old.	All college degrees, Professional licenses and Advanced degrees completed [sex offender conducted free of charge]	See footnotes 1-4	
Clinical Coordinators / Clinical Instructors All programs	✓	*✓	✓	Official transcripts provided by applicant / candidate	✓	\$55.00+ Plus DS, PE, Vacs, and TB
Technology Coach				✓		\$15.00+
Enrollment Services Directors		✓		✓		\$30.00+
High School Admissions (Campus) Representative and Presenter		✓	✓	✓ Eff. 06/2011		\$30.00+

¹ Drug screens will test for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates, PCP, propoxyphene and/or methadone.

² Physical exams are done for fitness for duty. Currently only required by Madera Community Hospital.

³ Required vaccinations are Rubeola, Mumps, Rubella and Varicella (positive titer or 2 documented doses). Vaccinations that be declined are HepB+Titer, Tdap and Flu.

⁴ TB skin test – Negative history: PPD’s every 6 months (Kaiser Permanente: 2 PPD’s done in past 24 months – one of which is within the past 3 months. Veterans Administration Medical Center: check for current requirements). Positive history: Chest x-ray within the past 12 months (Kaiser Permanente within the past 6 months) and documentation of the positive skin test. NOTE: If x-ray is over 12 months we may accept a surveillance form stating that the employee is asymptomatic from the employee’s place of employment or physician.



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Admissions (Campus) Advisor, HS Advisor, HS Team Leader, Linear				√ Eff. 06/2011		\$15.00+
Admissions (Contact Center) Advisor				√ Eff. 06/2011		\$15.00+
Financial Aid All positions		√				\$15.00+
Purchasing & Facilities Techs. Wiring & Maintenance Techs.			√			\$0.00
Career Services Advisor, Extern Coordinators			√	√ Eff. 07/2012		\$15.00+
Career Services Managers		√ Eff. 10/2016	√	√		\$30.00+
Employment Verification Coordinator (Contact Center)			√	√		\$15.00+



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	Social security trace, HHS/OIG and EPLS searches	Can include statewide or county searches and over 500 other jurisdictions nationwide for felony, misdemeanor and sex offenders	Driving history, DUI and other information. NOTE: No drivers under 21 years old.	All college degrees, Professional licenses and Advanced degrees completed [sex offender conducted free of charge]		
Accounting All positions		✓	✓	✓		\$45.00+
Information Systems			✓			\$0.00+
Corporate Directors			✓			\$0.00
Copy Center			✓			\$0.00
All other positions not listed above with an education requirement or not listed at all (i.e. that is not an employment requirement, but is listed on the application and or resume)				✓ Eff. 06/2014		\$15.00+