

PRE-EMPLOYMENT BACKGROUND CHECKS

Dunwoody is committed to providing a safe and healthy work environment for all employees and ensuring that individuals who join the College are well qualified to be productive and successful employees. To help accomplish these goals, Dunwoody conducts several types of background checks on all candidates who are offered a position including reference checks and criminal background checks consistent with applicable state and federal laws. All job offers are contingent upon satisfactory results. This policy applies to all full time, part time and contract faculty and staff positions, as well as all student employees.

Driving License/Record Checks

For those positions that require driving of Dunwoody vehicles, the pre-employment background checks also includes a check to verify a valid driver's license and a record of driving offenses. Any employee who drives Dunwoody owned or leased vehicles, or transports Dunwoody students, is also required to have successfully passed a motor vehicle record search. This policy applies to all full time, part time, adjunct and contract faculty and staff positions, as well as all student employees. Motor vehicle record checks will be performed periodically throughout employment.

Degree Verification

All degrees obtained will be verified for all full time, part time and adjunct positions or when required by the position. All faculty positions, including adjunct, must provide official transcripts to the college upon employment.