

D.2.3 (Policy) Qualifications for Hire

Responsible Department: Human Resources

Board Adoption: 4-28-09

Last Board Action: 9-11-14

Every candidate for hire must satisfy the credential, qualification and other position requirements set forth in the job description. Requirements for hire include verification of a satisfactory: employment record check; criminal record check; education record check; and, pre-employment, post-job offer drug testing results. Pre-employment, post-job offer drug testing is not a requirement for Workstudy and student positions. Positions in high risk areas such as ACPD and fund-management positions require additional job-specific pre-employment screening.

In compliance with the Immigration Reform and Control Act of 1986, Alamo Colleges requires all employees to provide proof of identity and eligibility to work in the United States and complete USCIS Form I-9 within three days of hire.

Any false statement and/or omission in the employment application, answers to supplemental questions, and information contained in but not limited to the applicant's resume or curriculum vitae, Form I-9, or other documents submitted, or failure to make full disclosure of criminal history shall be cause for rejection of the application or denial or termination of employment.

Procedure [D.2.3.1](#) Criminal History Background Checks and Drug Testing

Procedure [D.2.3.2](#) Faculty and Department Chair Positions

Procedure [D.2.3.3](#) Faculty Members' Use of English

Procedure [D.2.3.4](#) Pre-Employment Screening for Controlled Substances