The Technical College of the Lowcountry requires criminal background investigations for all persons hired in a permanent, temporary, or college work study status and all volunteers. As part of the hiring process to include internal recruitment, applicants will complete the Applicant Authorization and Consent for Release of Information form.

The Human Resources Office will process all criminal background investigations. Supervisors will inform all adjunct faculty and temporary employees that the employment offer is contingent on receiving a clear report except for those items noted on the employment application. It is the responsibility of the supervisor to notify Human Resources of the appropriate facility and/or department to receive the results of the background investigation, if required.

Failure to receive a clear background report will result in termination of employment with the College.