

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Falsification of Information on Employee Application	NUMBER: 04-08 AP
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.855	SEE ALSO: <ul style="list-style-type: none">• Board Policy 04-08, Recruitment, Eligibility and Selection
DATE ADOPTED: 01/09/19	PAGES: 1

A. PURPOSE

Tallahassee Community College values honesty and integrity. Any omissions, falsifications, misstatements, or misrepresentations on an application for employment or in the hiring process may result in denial or forfeiture of employment.

B. PROCEDURE

Applicants are expected to complete their application for employment completely and accurately. If information on the employment application is false or inaccurate, the applicant or employee may be found ineligible for employment. If the applicant or employee has evidence that proves the application information was accurate, it must be provided to the Human Resource Department within two (2) business days after notice of the falsified application is provided.

If it is confirmed an applicant submitted falsified information on their application for employment, they will be found ineligible for employment. If it is confirmed a current employee falsified their application for employment, Human Resources will consult with the responsible Vice President to make a determination whether continued employment is warranted. The following factors will be considered when determining appropriate action:

- the impact of the false information on their qualification for employment;
- the nature and seriousness of the falsification or the offense, if a criminal offense;
- the amount of time that has elapsed since the offense;
- the number and type of offenses;
- the accuracy and completeness of the information provided by the employee;

- the nature of the position in question and the relationship of the offense to the responsibilities of the position;
- whether such employment would pose an unacceptable level of risk to the College; and
- should the falsified application information involve a criminal conviction, whether the applicant satisfied any court order or judgment to pay any fee, fine, fund lien, civil judgment, application, cost of prosecution, trust, or restitution.