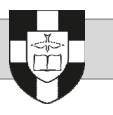
Background Check Request



Please return completed form to the Office of Human Resources.

Please conduct a background check on the i	ndividual listed below	<i>y</i> :	
Employee Name	Positio	on Title(s)	 Start Date
Please check appropriate descriptions b	pelow:		Cost Center
Applicant being considered for employment, offer not yet extended			Cost Center
Applicant accepted an official conditional-	·		
Childcare worker – includes Instructors	•		
Childcare volunteer			
Work necessitates access to places of resid	dence (dorms, apartme	nts, etc.)	
Works directly with money, credit cards, e	etc.	,	
Mission volunteer			
Background checks take approximately 3-1 check request has been cleared. Employees are NOT AUTHORIZED to WOR requested by contacting Human Resources Authorization:	K prior to the completi		
Signature of Requesting Supervisor	Date	Human Resources	Date
For Use by Campus Security ONLY:			
Basic/Child Care Employee Screen – (Cour	nty Crime, SSN, Wanted F	Persons Screen, Terrorist Watch	List, Guardian, 20/20)
Basic/Child Care Employee Screen with MV	/R – (County Crime, SSN,	MVR, Wanted Persons Screen,	Ferrorist Watch List, Guardian, 20/2
Basic/Director – (Trac to Crim, SSN, MVR, V			
Finance/Faculty/Executive Admin – (Trac Education Verification, MVR, Federal Record		Civil, SSN, Wanted Persons, Terr	orist Watch List, Guardian, 20/20,
Criminal County History Searches			
☐ US MVR – Standard Delivery			