

Background Check Request



Please return completed form to the Office of Human Resources.

Please conduct a background check on the individual listed below:

Employee Name	Position Title(s)	Start Date
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Please check appropriate descriptions below:

Cost Center

- Applicant being considered for employment, offer not yet extended
- Applicant accepted an official conditional-job offer
- Childcare worker – includes Instructors
- Childcare volunteer
- Work necessitates access to places of residence (dorms, apartments, etc.)
- Works directly with money, credit cards, etc.
- Mission volunteer

A Consumer Report Disclosure-Waiver and Release Form must be completed and signed by the individual listed above before we may process the background check. Please attach the CRD to this request.

Background checks take approximately 3-10 business days. You will receive an e-mail from Human Resources once the check request has been cleared.

Employees are NOT AUTHORIZED to WORK prior to the completion of the background check. Exceptions may be requested by contacting Human Resources.

Authorization:

Signature of Requesting Supervisor	Date	Human Resources	Date
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For Use by Campus Security ONLY:

- Basic/Child Care Employee Screen** – (County Crime, SSN, Wanted Persons Screen, Terrorist Watch List, Guardian, 20/20)
- Basic/Child Care Employee Screen with MVR** – (County Crime, SSN, MVR, Wanted Persons Screen, Terrorist Watch List, Guardian, 20/20)
- Basic/Director** – (Trac to Crim, SSN, MVR, Wanted Persons Screen, Terrorist Watch List, Guardian, 20/20, Federal Records, Civil Search)
- Finance/Faculty/Executive Admin** – (Trac to Crim, Credit, Federal Civil, SSN, Wanted Persons, Terrorist Watch List, Guardian, 20/20, Education Verification, MVR, Federal Records)
- Criminal County History Searches
- US MVR – Standard Delivery