

CRIMINAL BACKGROUND CHECK CONSENT

DEPARTMENTAL INFORMATION

Criminal background checks will be conducted on all new support staff, executive, administrative and professional positions and some student and temporary positions. Student or temporary positions requiring criminal background checks are those that involve handling financial, student or personnel data or records, that involves any confidential data or information, work that involves handling cash, checks or credit card transactions and work that involves responsibility for/or providing services for any one under the age of 18. Current employees changing positions to an area that requires background checks for reasons of existing law or contractual commitments will be required to have a criminal background check. Human Resources will be responsible for paying for these criminal background checks with the exception of student positions.

For any other criminal background checks where a department may want a criminal background check, such as Summer Camps, the cost will be the responsibility of the requesting department. Therefore, we need to know which department is requesting the criminal background check and the position that is being filled by the new employee.

Name of Employee Requesting Background Check: _____

Hiring Department: _____

Position Title being filled by new employee: _____

Today's Date: _____

Please note: The following applies only to student workers - Effective 8/1/09 Departments requesting a Criminal Background Check for student workers are responsible for the cost. An Intramural Voucher will be forwarded to the Hiring Department. Please complete this form in its entirety, plus include the following additional information for the Intramural Voucher:

Index: _____ Account Code: _____