



# Departmental Request to Conduct Criminal Background Check on Vacant Position (s)

To be completed and approved by appropriate persons prior to department advertising a vacant position.

The following information must be provided by the hiring department and approved prior to advertising a vacant position for which a criminal background check will be required.

Department Name: \_\_\_\_\_

Vacant Position Title/Classification: \_\_\_\_\_

1. Will this request to conduct a criminal background check apply only to one specific position, or will it apply to all vacant positions with this same position title/classification?
  - a. \_\_\_\_\_ Request applies to all vacant positions with this title/classification
  - b. \_\_\_\_\_ Request applies only to this specific position #: \_\_\_\_\_
2. Please Indicate if this position will include any of the following job responsibilities by placing an "X" next to all that apply:
  - a. \_\_\_\_\_ Access to secured or sensitive areas including, but not limited to, those containing cash or financial receipts;
  - b. \_\_\_\_\_ Access to select agents(biological agents or toxins) and/or controlled substances;
  - c. \_\_\_\_\_ Patient and/or child and/or dependent adult population contact, not including University students who are under the age of 18;
  - d. \_\_\_\_\_ Cash/check handling and/or processing responsibilities;
  - e. \_\_\_\_\_ Financial management and/or payroll processing;
  - f. \_\_\_\_\_ Security responsibilities;
  - g. \_\_\_\_\_ Performance of duties related to critical infrastructure services or significant health or safety responsibilities;
  - h. \_\_\_\_\_ Access to information technology: "root" or "administrator" access level to enterprise systems; "administrator" access level to institutional databases; unsupervised physical access to critical infrastructure services or systems such as telephone switch equipment, networking routers and switches, and data centers;
  - i. \_\_\_\_\_ Supervisory duties related to the above.
  - j. \_\_\_\_\_ None of the above: Please provide additional detail regarding the nature of the work duties.
3. Please provide additional details as to the job duties and/or the need for conducting an criminal background check on the final candidates for the above position(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

### Signatures/Approvals Required:

\_\_\_\_\_  
Departmental HR Representative completing this form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Human Resources Leadership Representative

\_\_\_\_\_  
Date

**Return signed copy of form to Departmental HR Representative to attach to workflow requisition forms.**