



**College of Public Health  
Departmental Request to Conduct  
Criminal Background Check on  
Vacant Position (s)**

*This policy applies to all positions (Faculty, Professional and Scientific, Merit, student, temporary and permanent).*

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 or upon a temporary position hire 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 to a vacant position to be advertised, or a position that does not require advertising (i.e. temporary appointment)?
  - a. \_\_\_\_\_ Request applies to vacant position to be advertised, position #: \_\_\_\_\_
  - b. \_\_\_\_\_ Request applies to temporary appointment, transaction #: \_\_\_\_\_
  
2. Please indicate if this position will include any of the following job responsibilities by placing an "X" next to all that apply:
  - a. \_\_\_\_\_ Regular, direct patient and/or child and/or dependent adult population contact;
  - b. \_\_\_\_\_ Contact with or direct access to controlled substances and/or select agents (biological agents or toxins);
  - c. \_\_\_\_\_ Contact with or direct access to animals involved in research;
  - d. \_\_\_\_\_ Cash/check handling/processing responsibilities;
  - e. \_\_\_\_\_ Responsible for financial management and/or payroll processing functions;
  - f. \_\_\_\_\_ Access to other secured or sensitive areas or duties related to critical infrastructure services or significant health or safety responsibilities;
  - g. \_\_\_\_\_ Security 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. \_\_\_\_\_ Sole personal contact with research subjects and/or participants
  - j. \_\_\_\_\_ Supervisory duties related to any of the above (please specify): \_\_\_\_\_
  - k. \_\_\_\_\_ None of the above: Please provide additional detail regarding the nature of the work duties.
  
3. Conduct the optional federal background check? (additional fee will be charged)  
 Yes \_\_\_\_\_ No \_\_\_\_\_
  
4. 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:

***Signatures/Approvals Required:***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Return signed copy of form to Departmental HR Representative to attach to workflow requisition forms and/or appointment.**