



### Background Check Request Form

To be completed by the Hiring Official or Designee

**Hiring Official/Designee Information:**

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

Phone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

PurCard Holder: \_\_\_\_\_ PurCard Holder's e-Mail: \_\_\_\_\_

PurCard Holder's Phone: \_\_\_\_\_

.....  
**Job Information:**

Regular Position

Applicant's Name, LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_

Temporary Position

Advertising Title of the Position Being Filled: \_\_\_\_\_

Job Duties Substantiating Background Check Request (e.g., access to: buildings, confidential information, minors, money)

\_\_\_\_\_  
**Applicant Forms To Be Completed and Attached:**

Disclosure Notice

Acknowledgment and Authorization

**Documents to be given to the applicant when completing the Disclosure Notice and the Acknowledgment and Authorization Form:**

Summary of Your Rights Under the Fair Credit Reporting Act (given to everyone)

California Summary of Rights (California residents only)

Article 23-A of the New York Correction Law (New York residents only)

**Hiring Official/Designee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please do not sign with a digital signature. Use a hand-written signature or typed name only.

[ HRS Use Only ] **HRS Requestor:** \_\_\_\_\_

# Background Checks Available

Mark the **type(s) of Background Check(s)** you are requesting. **These should be relevant to the job:**

The following package is recommended in most cases. It combines a seven-year Address History, County Criminal, Federal Criminal and National Criminal Insight Check:

**Industry Standard Package**—this package includes the four checks described below:

Address History: Residential history, also verifies against SSA death master index.

County Criminal: Felonies and misdemeanors appearing on the county court Felony Index, Per Jurisdiction. This report includes search on self-reported addresses and any counties developed from the Address History Report for years searched. It also includes any counties that may be developed from a hit reported from the National Insight Search.

Federal Criminal: Search of Federal District Courts: includes search on self-reported addresses and any district courts developed from the Address History Report for years searched.

National Criminal Insight: National criminal database inquiry includes multi-jurisdictional criminal data, OFAC, national security sources and sexual offender registry data.

\_\_\_\_\_ **Number of Years** to check. (Standard practice is to check seven years unless otherwise requested.)

Other searches may better fit your particular situation. If you have questions about which check(s) are right for your particular needs, call HR at 656-3150 or e-mail [onboarding@uvm.edu](mailto:onboarding@uvm.edu).

Social Security Search

Driving Record Report

Employment Verification (provide list of employers to be checked)

Sanctions (HHS/OIG/GSA)

Professional License Verification (provide the following info: type of license, state, and license # - if applicable)

Education Verification (request for education verification must include:)

Institution Name (no abbreviations): \_\_\_\_\_

City, State: \_\_\_\_\_

Degree Year: \_\_\_\_\_ Attending Dates: \_\_\_\_\_ Major: \_\_\_\_\_

Degree Type: \_\_\_\_\_ Name While Attending: \_\_\_\_\_

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**Return both pages of this completed form** (along with the forms completed and signed by the candidate) to the Human Resource Services & Operations Office as a secure File Transfer from the UVM ftp site at [filetransfer.uvm.edu](ftp://filetransfer.uvm.edu) to [onboarding-hr@uvm.edu](mailto:onboarding-hr@uvm.edu). This is the only way to send the forms for processing.

**Questions?** E-Mail [onboarding-hr@uvm.edu](mailto:onboarding-hr@uvm.edu)