

**Department of Human Resources
Recruitment Services
Standalone Background Check Request**

Instructions

In compliance with [Florida Atlantic University's Personnel Policy Number 7.5](#), all employees must have a background check prior to the offer of employment. Positions with fiduciary responsibilities may require a credit check prior to employment. Positions that have been determined to have a special trust or responsibility, or a sensitive location may require a level II background check screening in accordance with the Florida Statutes. Complete this form to request a standalone background check and return it to Recruitment Services at empl@fau.edu.

Requestor Information

Department/Unit: _____ Division: _____
Hiring Manager's Name: _____ Hiring Manager Email: _____
Smart TAG for background check expense: _____

Reason for Background Check Request

____ Hire/Rehire ____ Change in position responsibilities ____ Other, please explain _____

Applicant's Contact Information

Applicant's First and Last Name: _____
Applicant's email address: _____ Applicant's phone number: _____
Is the applicant under the age of 18? ____ Yes or ____ No

**Hiring departments must obtain parental consent when requesting a background check for a minor.*

Biographical Information:

Does the applicant have a social security number? ____ Yes or ____ No.

If the applicant has a social security number, was it issued within the last 6 months? ____ Yes or ____ No.

**Incorrect reporting of the social security number will cause delays with the background check screening.*

Position Information

Employment start date: ____ / ____ / ____ Position Title: _____ Position
type: ____ AMP ____ SP ____ OPS ____ Student ____ Adjunct ____ Affiliate ____ Faculty
____ Postdoc ____ Volunteer. If other, please explain _____

Level II Screening

- Will the applicant provide care, treatment, training, instruction, supervise or have direct contact with the vulnerable population such as children under the age of 18, elderly, or those with disabilities?
____ Yes or ____ No
- Will this individual occupy a position or have responsibilities of Special Trust? *Special trust positions are designated by the President, a Vice President, or the Provost.*
____ Yes or ____ No
- Will this individual occupy a position in a sensitive location?
____ Yes or ____ No

Credit Check Screening

- Does this position carry any fiduciary responsibilities? *Employees hired into positions with fiduciary responsibilities may require a credit check. Fiduciary responsibilities may include, but not limited to cash handling, P-card holders, access to checks, responsible for approving, dispensing, or the administrative oversight of university funds.*
____ Yes or ____ No

MVR Screening:

- Will this applicant be required to drive an FAU owned automobile vehicle? This includes, but not limited to golf carts.
____ Yes or ____ No

Healthcare Sanctions Screening:

- Please mark yes if an HCS (Healthcare Sanctions) check should also be completed.
____ Yes or ____ No

**FLORIDA ATLANTIC UNIVERSITY
HUMAN RESOURCES
RECRUITMENTS SERVICES**

PARENT/LEGAL GUARDIAN CONSENT FORM

FAU College/Department Information:

College/Department requesting the background check: _____

Name of College/Department Contact: _____

Contact Email: _____ Contact Phone Number: _____

Dear Parent or Legal Guardian,

_____ (a minor) is applying for employment or a volunteer assignment with Florida Atlantic University. The employment/volunteer process includes a criminal background check through a third-party company.

If you need additional information on the employment or volunteer assignment, please contact the FAU College/Department listed above.

If you CONSENT the background check for the minor listed above, please sign, and return this form to the College/Department noted above.

Signature of Parent or Legal Guardian consenting to the background check

Print Name of Parent or Legal Guardian consenting to the background check

Please list your relationship to the Minor

Signature of Minor Applying for Employment or Volunteer Assignment

Date: _____