As of August 3, 2015 per the Chancellor’s Office Background Check Policy (HR 2015-08), background checks must be conducted for every new employee. Please verify the following information. This information is necessary to determine what level of background checks will be conducted.

**Job Title:**

**Job Description:**

*Note: If a formal recruitment is being conducted (Recruitment Form and Position Description Form will be attached), please copy and paste the Scope of Function and Responsibility section here. All other positions please provide a brief description of the position’s job duties.*

**Please check off all that apply:**

[ ] Responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property

[ ] Authority to commit financial resources of the University through contracts greater than $10,000

[ ] Access to, or control over cash, checks, credit cards, and/or credit card information

[ ] Responsibility or access/possession of building master or submaster keys for building access

[ ] Access to controlled or hazardous substances

[ ] Access to and responsibility for detailed personally identifiable information about students, faculty staff or alumni that is protected, personal, or sensitive

[ ] Control over campus business processes, either through functional roles or system security access

[ ] Responsibilities that require the employee to possess a license, degree, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position

[ ] Responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards, or cause injury, illness, or death

**Acknowledgment:**

I certify that all the provided information is correct. I understand that if any of the boxes above are checked that a background check will need to be completed for any individuals being considered for this position. If I have not checked any of the boxes above, then I am stating that the named position does not and will not perform any of these duties and therefore will not be subject to a background clearance.

**Signature**

**Date**

**Name**