Background Check Request Form

Associated Students at California State University Northridge

Office of Human Resources

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| Please use the steps below as a guide to the Background Check process:  **Step 1:** Send completed Background Check Request Form to danisha.lawrence@csun.edu.  **Step 2:** The Background Check Coordinators will verify information on Background Check Request Form and will provide required  information to A-Check Global.   * A-Check Global will notify selected candidate via email to complete profile online * Once Background Check is complete, A-Check Global will notify the Background Check Coordinators   **Step 3:** The completed Background Check will be reviewed by the Background Check Coordinators and the Decision Maker.  **Step 4:** After review is complete, the Background Check Coordinators will inform department of approval status.  **Step 5:** Once Background Check is approved, the hiring department may extend the job offer to the selected candidate and continue with new hire process.  **Questions on this process can be directed to Danisha Lawrence at extension 4206, or via email at danisha.lawrence@csun.edu.**  **THIS PROCESS MAY TAKE UP TO 10 DAYS. SELECTED CANDIDATE MAY NOT BEGIN EMPLOYMENT UNTIL THIS PROCESS IS COMPLETE.** | | | | | | | | | | | | |
| APPOINTMENT TYPE:  Full Time Staff\*  Emergency Hire\*  Student Assistant\*  Volunteer\*  GA\*  \*Selected candidates in these classifications must have background check if they are being considered for a position designated as a [sensitive](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf) position, or as required by law. (See Background Check Request Form description under A – Z forms for a link to job duties which characterize a sensitive position). | | | | | | | | | | | |
| SELECTED CANDIDATE INFORMATION | | | | | | | | | | | | |
| **First Name:** | | | | | **Last Name:** | | | **Email Address: (CSUN Email if applicable):** | | | **Phone Number:** | |
| **Candidate’s State of Residence/Employment:**  California  Other: | | | | | | | | | | | | |
| **Student ID:** | | | | **Department:** | | **Position** | | | | | | |
| **A BACKGROUND CHECK (EMPLOYMENT VERIFICATION, EDUCATION VERIFICATION, REFERENCE CHECK, AND CRIMINAL RECORDS CHECK) MUST BE COMPLETED SATISFACTORILY PRIOR TO STARTING EMPLOYMENT.** | | | | | | | | | | | | |
| **LIVESCAN REQUIREMENT** | | | | | | | | | | | | |
| If you answer “Yes” to either of the statements below, candidate must complete livescan:  1. Selected candidate will have direct contact with minors at a camp/clinic operated by the A.S. or on A.S. property  Yes  No  2. Position requires the candidate to be fingerprinted as mandatory by law  Yes  No | | | | | | | | | | | | |
| **PLEASE SEND THIS FORM DIRECTLY TO danisha.lawrence@csun.edu** | | | | | | | | | | | | |
| **Records Custodians:** Terry Yanagida **Background Check Coordinators:** Danisha Lawrence/ Terry Yanagida **Decision Makers:** Danisha Lawrence | | | | | | | | | | | | |
| HR USE | | | Date Received: | | Date Submitted to Vendor: | | Date Completed: | | Date Approved: | Date Department Notified: | | |
| Comments: | | | | | | | | | |
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| **BACKGROUND CHECK PACKAGE - Departments will be billed on a quarterly basis for all background checks conducted** | | | | | | | | | | | | |
| Please choose background check package:  **Package 1** – Full time staff  **Package 4** – Student /Volunteer (1 employer)  **Package 1B** – Full Time staff (1 name, 1 country)  **Package 5** – Working with minors (minor)  **Package 2** – Full Time staff minor  **A la Cart:**  **Package 3** – Student/Volunteer (All employers) | | | | | | | | | | | | |
| Background Check Packages | | | | | | | | | |

**Breakdown of what the background checks include:**

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| Criminal Check | * Nat’l Address Locator/SSN Trace * 7 yr county criminal search (F/M) in each county the applicant lived in based on the SSN trace – unlimited counties * One name plus up to 3 aliases * Federal criminal * Nat’l criminal database * Nat’l sex offender database * All compliance letters (includes SBJ, and Adverse Letters) |
| Employment Verification | * Employment Verifications (for all employers in last 10 years) |
| Education Verification | * Verification of highest degree |
| Reference Check | * Three professional and/or personal reference checks, utilizing standard questions. |
| Additional Checks | * Credit report history check * Motor Vehicle records / Licensing check * State/National Sexual Offender Registry check * Professional Licensing, Certification, and/or Credential Verification |