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 [ ]  No2. 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: |
|  |
| **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)
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| Employment Verification | * Employment Verifications (for all employers in last 10 years)
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| Education Verification | * Verification of highest degree
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| Reference Check | * Three professional and/or personal reference checks, utilizing standard questions.
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| Additional Checks | * Credit report history check
* Motor Vehicle records / Licensing check
* State/National Sexual Offender Registry check
* Professional Licensing, Certification, and/or Credential Verification
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