

Please use the steps below as a guide to the Background Check process:

Step 1: Send completed Background Check Request Form to cindy.cerna@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 John Doebler at extension 4206, or via email at john.doebler@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](#) 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:			
<input type="checkbox"/> California <input type="checkbox"/> 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:

- Selected candidate will have direct contact with minors at a camp/clinic operated by the A.S. or on A.S. property Yes No
- Position requires the candidate to be fingerprinted as mandatory by law Yes No

PLEASE SEND THIS FORM DIRECTLY TO cindy.cerna@csun.edu

Records Custodians: Cindy Cerna Background Check Coordinators: John Doebler/Cindy Cerna Decision Makers: John Doebler

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:

- | | |
|--|---|
| <input type="checkbox"/> Package 1 – Full time staff | <input type="checkbox"/> Package 4 – Student /Volunteer (one employer) |
| <input type="checkbox"/> Package 1B – Full Time staff (one name, one country) | <input type="checkbox"/> Package 5 – Working with minors (minor) |
| <input type="checkbox"/> Package 2 – Full Time staff minor | <input type="checkbox"/> À la Carte: |
| <input type="checkbox"/> Package 3 – Student/Volunteer (All employers) | |

Background Check Packages

Breakdown of what the background checks include:

Criminal Check	<ul style="list-style-type: none"> • Nat'l Address Locator/SSN Trace • Seven year county criminal search (F/M) in each county the applicant lived in based on the SSN trace – unlimited counties • One name plus up to three aliases • Federal criminal • Nat'l criminal database • Nat'l sex offender database • All compliance letters (includes SBJ, and Adverse Letters)
Employment Verification	<ul style="list-style-type: none"> • Employment Verifications (for all employers in last 10 years)
Education Verification	<ul style="list-style-type: none"> • Verification of highest degree
Reference Check	<ul style="list-style-type: none"> • Three professional and/or personal reference checks, utilizing standard questions.
Additional Checks	<ul style="list-style-type: none"> • Credit report history check • Motor Vehicle records / Licensing check • State/National Sexual Offender Registry check • Professional Licensing, Certification, and/or Credential Verification