

# University of West Florida Employment Background Screening Request Form

\*\*\*All relevant background screenings MUST be completed and approved prior to the applicant's start date.\*\*\*

Hiring Department: Complete all requested information in this section. Please print legibly or complete on computer.  Yes  
Applicant's Name: \_\_\_\_\_ Position Title: \_\_\_\_\_ Current Employee:  No  
Position # (if applicable): \_\_\_\_\_ Department Name: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Ext.: \_\_\_\_\_ Email: \_\_\_\_\_  
Employee Type: \_\_\_\_\_

Section 1

## Requested Background Screening(s)

**LEVEL 1:** Required of Executive Service, University Work Force (staff), Faculty, Adjunct, and OPS. Students and volunteers do NOT complete a Level 1. Please print legibly or complete on computer.

**Applicant completes this section.** Applicant: The information provided by you will be used to register you for the Level 1 background process with HireRight, our third party vendor. You will receive an email from HireRight Customer Support requesting information to initiate your background investigation. If you are unable to locate the email in your inbox, please check your SPAM/junk box.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

If you have ever pled no contest or been convicted of a first degree misdemeanor or any felony, list the charge(s) below.

Section 2

The University of West Florida will be requesting a criminal background screening to be completed by HireRight, Inc. By signing below, I agree to respond promptly to the HireRight e-mail; authorize UWF to verify all information contained on this form and any supplement hereto; certify that all statements made are true and complete to the best of my knowledge; and understand that any false statements made by me on this form or any supplement made hereto, may be grounds for immediate discharge or rejection from consideration for employment.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**HIRING DEPARTMENT: Submit: Application (University Work Force (staff) and OPS only), FRS Certification, and *initiated* Controlled Substance Conviction form with this request.**

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For HR Use Only: Requested: \_\_\_\_\_ Screening results: \_\_\_\_\_ Dept. notified: \_\_\_\_\_ PPACMNT: \_\_\_\_\_  
Docs Received:  Application  FRS Certification  Controlled Substance  
Comments: \_\_\_\_\_

**LEVEL 2:** Please check the type of Level 2 required for this position, if applicable. (Either DCF or VECHS Level 2 will be completed; never both.)

**DCF: Educational Research Center for Child Development/Summer Camps Only**  
 - The applicant is to contact Human Resources, Background Section, at 850-474-2694 to schedule an appointment for fingerprint screening registration as soon as possible. \*\*\*REQUIRED: Provide Department Index #: \_\_\_\_\_

OR

**VECHS: Positions of Special Trust**  
 - The requesting department will register the applicant for fingerprints as detailed on the Human Resources and Information web page.

Section 3

**HIRING DEPARTMENT: Submit applicant-completed VECHS waiver agreement to Human Resources.**

For HR Use Only: Requested: \_\_\_\_\_ Screening Results: \_\_\_\_\_ NSOR (DCF ONLY): \_\_\_\_\_ Dept notified: \_\_\_\_\_  
Docs Received: VECHS Waiver Agreement  L2SS  P-Card  PPACMNT  CH   
Comments: \_\_\_\_\_

Revised 6/15/2018

# **Background Screening Request Form Completion Instructions**

Complete background screening procedures are located on the [Human Resources Background Screening Process and Information](#) Webpage

## **1. Section 1 – Department Information**

- a. Hiring department must always complete this section.
1. **Applicant's Name:** Applicant's first and last name
  2. **Position Title:** Provide position title (e.g. VP-Admin Services, Coordinator, etc.)
  3. **Current Employee:** Please check "Yes" or "No"
  4. **Position #:** Applicable position number or OPS, student, volunteer, etc. (Special designations can be added if necessary: e.g. non-paid intern; MVRC, etc.)
  5. **Department:** Name of department requesting background screening
  6. **Point of Contact:** The person listed as the department's point of contact will receive all correspondence regarding the status of the background screening(s). More than one individual can be listed, if desired.
  7. **Ext.:** Point of contact's extension or phone number.
  8. **Email:** Point of contact's email address.
  9. **Employee type:** Select the type of employee or volunteer being background screened from the drop down listing:
    - Executive Service
    - University Work Force (staff)
    - Student: Student employees who are being background screened only because of Banner access will no longer require a Level 1 background screen. They are now considered to hold Positions of Special Trust and will require a VECHS Level 2 (See section 3). This includes Federal Work Study.
    - Volunteers (includes non-paid interns, for-credit positions)
    - Faculty
    - Adjunct
    - OPS

## **2. Section 2 – Level 1 Background Screening (conducted by HireRight)**

- a. Applicant completes this section
1. **Applicant Information:** applicant will (legibly) enter last and first name, an email address they check regularly, and a phone number where they can be contacted. Applicant is to list all first-degree misdemeanor or any-degree felony they have ever pled no contest to or been convicted of. **IMPORTANT:** If they are unsure of the degree of the charge, have them notate it. If the HireRight background screening results report an applicable charge that the applicant did not self-report, the applicant will **AUTOMATICALLY** be disqualified from being offered employment.
  2. **Applicant Signature:** Applicant signatures are preferred, but legal electronic signatures will also be accepted.
- b. If the applicant only requires a Level 1 background screening, return the University of West Florida Employment Background Screening Request Form, completed FRS Certification form, completed and *initialed* Statement on Controlled Substance Conviction form, and application (if University Work Force (staff) or OPS to Human Resources. Originals are preferred, but screenings will be initiated with copies.

### 1. REHIRE EXCEPTIONS:

- If applicant is a rehire, has a Level 1 background screening on file, and has been separated from the University for less than one year, they DO NOT need to complete another Level 1 background screening or a new Statement on Controlled Substance Conviction form.
  - If there has been ANY break in service, a new FRS Certification form must be submitted to HR and approved prior to rehire – This is a State of Florida requirement.
- c. HR will notify the department of employment eligibility upon receiving results. **No applicant may perform UWF work duties prior to the department receiving approval from HR.**
- d. The “For HR Use Only” should be left blank.
- e. Human Resources will accept faxed and emailed forms to begin processing background screenings. However, **ALL ORIGINALS** must be submitted to Human Resources. Emailing the FRS Certification form with the social security number is strongly discouraged.

## 3. Section 3 – Level 2 Background Screenings

### a. Level 2 screening types:

1. Department of Children and Families (**DCF**) background screenings are required for the following types of employees/volunteers:
  - Educational Research Center and Child Development (ERCCD)
  - Summer Camps (Athletics, Continuing Education, Recreation, etc.)
2. Volunteer and Employment Criminal History System (**VECHS**) background screenings are required for positions in these departments or with these responsibilities:

#### **ALL positions in:**

- Aquatics
- ASPIRE
- Controller's Office
- EEO/ADA
- Enrollment Affairs  
(excluding Visitor's Center)
- General Counsel
- Graduate School
- Human Resources
- Internal Auditing & Compliance
- Institutional Research
- ITS
- Pensacola Museum of Art
- Post Office
- Procurement and Contracts
- Research and Sponsored Programs
- Student Accessibility Resource

- Student Health Center
- Title IX
- UWF Foundation Inc.
- UWF Police Department
- UWF SBDC

#### **Positions defined as Positions of Trust:**

- Works with vulnerable populations (minors, elderly, or those with disabilities)
- Performs or has access to financial account information/transactions
- Assigned a P-Card
- Inventory control responsibilities
- Possesses master building access codes/keys

- Has access to Banner, sensitive, confidential or personally identifiable information (includes anyone conducting surveys where personal data is collected)
- Has access to hazardous/regulated material (includes medical/biohazardous waste/substances such as bodily fluids). **Exception:** Undergraduate laboratory assistants supervised by Level 2-approved graduate student or faculty instructors do NOT have to undergo Level 2 screenings.

- ❖ For a complete explanation of Positions of Special Trust, visit the [Human Resources Background Screening Process and Information](#) Webpage.

**b. DCF BACKGROUND SCREENINGS for ERCCD and Summer Camps:**

1. Hiring department will check this section, provide the index number for chargeback purposes, and forward this form to HR.
2. These background screenings are scheduled through and initially paid for by Human Resources. Applicant and/or hiring department is to contact Human Resources at 850-474-2694 and request a fingerprint registration appointment for a Level 2 background.
3. Applicant will report to HR, building 20E, at the time of their scheduled appointment (with a government-issued photo ID), complete required DCF paperwork, and obtain documentation to take to their appointment, which will be at a future date off campus.
4. Applicant will arrive at the scheduled fingerprint appointment with the third-party vendor and provide them with their paperwork and government-issued photo identification.
5. Upon receiving background screening results, HR will notify the department of employment eligibility. **No applicant may perform UWF work duties prior to the department receiving approval from HR.**

**\*\*\*\*\*ERCCD ONLY: Employees/volunteers awaiting DCF approval of pending out-of-state abuse/neglect registry results may NOT be in contact with minors without the constant supervision of Level 2-approved UWF employees. These employees are allowed to work for up to 45 days pending the receipt of the out-of-state findings and DCF approval. \*\*\*\*\***

**c. VECHS BACKGROUND SCREENINGS for Positions of Special Trust**

1. Hiring department will check this section on the form and register applicant for fingerprints utilizing instructions detailed on the [Human Resources Background Screening Process and Information](#) Webpage in the Volunteer & Employee Criminal History System (VECHS) Level 2 Background Screening (Non-Summer Camp and non-ERCCD) section.
2. Hiring department will forward this form and an applicant-completed VECHS Waiver Agreement and Statement to the Human Resources department.
3. HR will notify the department of employment eligibility upon receiving results.
  - **No applicant may perform UWF work duties prior to the department receiving approval from HR.**

## **4. Results**

- a. Once results are received for all necessary background screenings, the contact person will receive the employment eligibility email from backgrounds@uwf.edu.