

Background Screening Request Form Completion Instructions

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

1. Department Information

a. Hiring department must always complete [Employee Background Screening Request Dynamic Form](#).

1. **Applicant's Name:** Applicant's first and last name
2. **UWF # (if applicable):** Enter applicant's UWF number if they have one
3. **Position #:** Applicable position number or OPS, student, volunteer, etc. (Special designations can be added if necessary: e.g. non-paid intern; MVRC, etc.)
4. **Applicant's Email Address:** The email address that HireRight will sent background screening request.
5. **Applicant's Phone Number:** Phone number where applicant can be contacted.
6. **Position Title:** Provide position title (e.g. VP-Admin Services, Coordinator, etc.).
7. **Department:** Name of department requesting background screening.
8. **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).
9. **Department Phone Number:** Point of contact's extension or phone number.
10. **Department Email:** Point of contact's email address.
11. **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 due to Banner access should be Level 1 background screened until further notice. This includes Federal Work Study.
 - Volunteers: (includes non-paid interns, for-credit positions)
 - Faculty
 - Adjunct
 - OPS
12. **Current Employee:** Please check "Yes" or "No"

Rehire Exception:

- 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.

2. Level II Background Screenings

Level II screening types: Use the drop-down listing to choose Special Trust, ERCCD, Summer Camp, Youth Services or Placement.

A. 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.)

DCF BACKGROUND SCREENINGS for ERCCD and Summer Camps:

- On the Employee Background Screening Dynamic Form, provide the department index number for chargeback purposes.
- These background screenings are scheduled through and initially paid for by Human Resources.
- 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.
- Applicant will arrive at the scheduled fingerprint appointment with the third-party vendor and provide them with their paperwork and government-issued photo identification.
- 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. *******

B. VECHS BACKGROUND SCREENINGS for Positions of Special Trust

- i. Volunteer and Employment Criminal History System (VECHS) background screenings are required for positions in these departments or with these responsibilities: **VECHS Level II background screenings for Special Trust are currently suspended. Until further notice level 1 backgrounds will be done. Exception: Works with vulnerable populations (minors, elderly, or those with disabilities. VECHS background screening level 2 will be done under Youth Service or Placement**

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:

- 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

ii. **VECHS BACKGROUND SCREENINGS for Positions of Special Trust, Youth Services or Placement: VECHS Level II background screenings for Special Trust are currently suspended. Until further notice level 1 backgrounds will be done. Exception: Works with vulnerable populations (minors, elderly, or those with disabilities. VECHS background screening level 2 will be done under Youth Service or Placement.**

- On the Employee Background Screening Dynamic Form, provide the department index number for chargeback purposes.
- These background screenings are scheduled through and initially paid for by Human Resources.
- 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.
- Applicant will arrive at the scheduled fingerprint appointment with the third-party vendor and provide them with their paperwork and government-issued photo identification.
- 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.**

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

3. Results:

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. Contingent Offer Letter Template:

Attach a Contingent Offer Letter for all employee types **except** students and adjunct.

5. Staff Certification:

Attach Staff Certification Form for University Work Force (Staff).

6. Volunteer Agreement:

Attach Volunteer Agreement for Volunteers (including non-paid interns, for-credit positions).