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)
          - Faculty
          - Adjunct
          - OPS
          - 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)
      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 with 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).