

# **Background Screening Request Form Completion Instructions**

This form is for Faculty Associate/Courtesy Appointments, Student Employees, and Volunteers ONLY. All other hires require PageUp for onboarding. Contact [jobs@uwf.edu](mailto:jobs@uwf.edu) or 850.474.2694 with questions. Complete background screening procedures are located on the [Human Resources Background Screening Process and Information](#) Webpage

## **1. Department Information**

a. Hiring departments will 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 or HR will send background screening requests.
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:
  - Student
  - Volunteer
  - Faculty Associate
  - Student: Student employees who are being background screened due to Banner access should be Level 2 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."
13. **Candidate Approximate Start Date:** Approximate date of the candidate's first day.

### **Rehire Exception:**

- If an 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.

## **2. Level II Background Screenings**

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

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.
- Fingerprinting appointments are available in HR, building 20E, or at an off-campus vendor.
- Applicants will arrive at the scheduled fingerprinting appointment in HR or with the third-party vendor and provide required paperwork and government-issued photo identification. A photograph and fingerprints of the applicant will be taken at that time.
- 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:

### ALL positions in:

- Aquatics
- Controller's Office
- Enrollment Affairs (excluding Visitor's Center)
- General Counsel
- Graduate School
- Human Resources
- Institutional Research
- Intercollegiate Athletics
- Internal Auditing & Compliance
- ITS
- Institutional Effectiveness
- Military and Veterans Resource Center
- Office of Campus Culture and Access
- Pensacola Museum of Art
- Parking and Transportation Services
- Post Office
- Research Administration and Engagement
- Student Accessibility Resources

- Student Health Center
- Counseling and Psychological Services
- 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 and UWF ID #s)

- 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:

- 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.
- Fingerprinting appointments are available in HR, building 20E, or at an off-campus vendor.
- Applicants will arrive at the scheduled fingerprinting appointment in HR or with the third-party vendor and provide required paperwork and government-issued photo identification. A photograph and fingerprints of the applicant will be taken at that time.
- 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.**