

University of Idaho

Request for Criminal Background Check

Employee/Candidate Full Name (first, middle, last): _____

Employee/Candidate Email Address: _____

****Employee/Candidate will be sent an electronic invite to log in and submit their personal information****

Position Title: _____

College/Department: _____

Position Type:

Posted on ATS: _____
Announcement #

Internship

Volunteer

Work-study

Search Waiver

Other (explain): _____

Budget #:

****Results will always be sent to department AAC****

****By request,** HR can also send a results notification to committee Search Chair(s) or Contact Person**

Search Chair(s): _____ Phone #: _____

Search Chair(s): _____ Phone #: _____

Contact Person: _____ Phone#: _____

Please submit completed form to Tana Hostetter at: tana@uidaho.edu or fax to 208.885.3602

**FOR HR USE ONLY

Email Invite to Candidate Date: _____

RESULTS

Meets Company Standards Does NOT Meet Company Standards Date: _____

Update Background Check Tracker w/ results

COMMUNICATION

Department Notified of Results

PRE-ADVERSE/ADVERSE ACTIONS

Provide candidate with a Pre-Adverse Action Disclosure

Provide candidate a copy of the Fair Credit Reporting Act

Provide candidate with a copy of the Report

Provide candidate an Adverse Action Notice

HireRight

TalentWise

Cost: _____