

University of Idaho

Request for Criminal Background Check

****Form must be completed and submitted by hiring department NOT the candidate**

Employee/Candidate Name (first, last): _____

Employee/Candidate Email Address: _____

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

Position Title: _____

College/Department: _____

Position Type:

ATS #: _____

Internship

Other

Work-study

Search Waiver

Other (explain): _____

**Has this candidate
ever lived outside the
United States?**

Yes

No

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) email: _____ Phone #: _____

Search Chair(s) email: _____ Phone #: _____

Contact Person email: _____ Phone #: _____

Please submit completed form to Shelby Hurn at: crimcheck@uidaho.edu or fax to 208.885.3602

****FOR HR USE ONLY**

Email Invite to Candidate Date: _____ Reordered Date: _____

Canceled Date: _____ Reason Canceled: _____

RESULTS

Meets Company Standards Does NOT Meet Company Standards Date: _____

Update Background Check Tracker w/ results

COMMUNICATION

Adjudicated – Department Notified of Results

PRE-ADVERSE/ADVERSE ACTIONS

Provide candidate with a Pre-Adverse Action Disclosure Date: _____

Provide candidate a copy of the Fair Credit Reporting Act Date: _____

Provide candidate with a copy of the Report Date: _____

Provide candidate an Adverse Action Notice Date: _____