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
- ☐ Volunteer
- ☐ 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 Tana Hostetter at: tana@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**:** _____