

**U Wide Form**

##### UM 1839

**Rev: 12**/17

**Route this form to:**

OHR - Job Center

AHC - Human Resources

UMD - Human Resources

# Background Verification Request -

# Cover Sheet (Form 1839)

**Hiring Authority –** Please fully complete the following and return to the appropriate fax or email referenced below. If you have any questions, please call your Office of Human Resources Recruiter.

**Is this background check request for the Safety of Minors compliance? Yes** **[ ]  No** **[ ]**

|  |  |
| --- | --- |
| **To:** Job Center, AHC HR, or UMD-HR | **Job Center Fax #** 612-626-7911 **Job Center email: jobcentr@umn.edu \*preferred**  |
| **Attn:**  | **AHC HR Fax** **#** 612-625-5161 |
| **Recruiter:** | **UMD HR & Equal Opportunity Fax#** 218-726-6590 |
| **Hiring Authority Name:**  | **Name of Applicant:** |
| **College/Administrative Unit:** | **Job Opening ID:** |
| **Entity/Fund/Dept ID:** | **Title of position:** |
| **Job Code:** |
| **Hiring Authority email address:** | **Applicant email address:** |
| **Phone:** | **Has this individual lived outside the U.S. in the past 7 years?       If yes, please check the box below to acknowledge that we will proceed with an International background check for this applicant.** **[ ]**  |
| **Has applicant had a background check through the University within the last 12 months? Yes** **[ ]  No** **[ ]**  |
| **Does this position require a Commercial Driver’s License (CDL)?**  **Yes** **[ ]  No** **[ ]**  | **Candidates Gender:       Ethnicity:** |

If candidate is a High-Level Senior, select Education and Employment. (other materials are not required with request form)

 **√**

**Select all that apply**

|  |  |  |
| --- | --- | --- |
|  | **Standard Package:**Social Security Number trace Criminal felony/misdemeanor Sex offender registry Federal criminal International Search (if applicable) |  |
| [ ]  | Education  |
| [ ]  | Employment  |
| [ ]  | County criminal |
| [ ]  | Federal criminal |
| [ ]  | Social Security validation |
| [ ]  | Sex offender registry |
| [ ]  | Motor vehicle |
| [ ]  | References |
| [ ]  | Other (please describe) |
| [ ]  |  PCIDSS Check (limited use- only required for specific positions)  |

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