wdmk

**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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