

University of Idaho

Request for Criminal Background Check

Date of Request:

****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:

Graduate Assistant (RA/TA)

Internship/ Volunteer

Work-study

Search Waiver

Student & Temp Help Search Exception #:

Other (explain):

Has this candidate ever lived outside the United States in the past 10 years, if known please check?

Yes

No

Budget #:

Activity Code:

****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
You can save this PDF form (# 1) and email it (# 2) OR Print it and 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 Date: _____

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: _____