

## Criminal Background Checks: Department Procedures

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UVU will begin doing criminal background checks on new hires beginning 2/19/2009. Please review the following regarding departmental responsibilities.

### Departmental Responsibilities Using the Waiver and Authorization Form

1. *Get the Form Completed:* Give the form and attachment(s) to the final candidate who has accepted a conditional offer of employment for adjunct or non-faculty staff (full-time or part-time) position. The Office of Academic Affairs will handle Waiver and Authorization forms for full-time faculty hires including lecturers. Student employees will not undergo a background check.
2. *Return the Form to Human Resources:* The form must be filled out completely and returned promptly to Human Resources for processing. The information on the form is confidential. The candidate should be encouraged to submit the form directly to Human Resources in person (BA 110) or by fax (801) 863-8040. They can also scan the signed copy and email it to [HREmployment@uvu.edu](mailto:HREmployment@uvu.edu).
3. *Wait for a Response:* The new hire may begin working as soon as the results of the background check are evaluated and other pre-employment requirements are met (such as filling out the I-9 form in Human Resources). Human Resources will contact the department when the background check has been processed successfully.

### Purposes of the Waiver and Authorization Form (see attached)

1. *Signature:* We are required by law to get a candidate's written consent to do the background check.
2. *Information:* We need certain identifying information in order to process the background check.
3. *Disclosure:* Attached to the form is a summary of an applicant's rights under the federal Fair Credit Reporting Act which we are required to give to the applicant. There are additional disclosures on the waiver form specific to an applicant's state of residence and an additional attachment for applicants from New York State.

Please send questions to Sean O'Donnell at [odonnese@uvu.edu](mailto:odonnese@uvu.edu) or (801) 863-8257 or attend an optional information session held in Human Resources BA 110 Thursday 2/19, 10 a.m. – 11:00 a.m. and Tuesday 2/24, 2:00 p.m. – 3:00 p.m. Additional information and forms are available on the HR Employment web page for managers <http://www.uvu.edu/hrs/employment/managers.html>.