

Cal Poly Humboldt Sponsored Programs Foundation

Request for Background Check

Section 1: To be completed by the Project Director or Principal Investigator in consultation with the potential candidate. Refer to page two of this document for details on the policy and who it applies to. **A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a "sensitive" position within SPF.**

Full Legal Name of Candidate (First, Middle, Last) _____

Current Mailing Address _____

City _____ State

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 Zip Code _____ Contact Phone _____ Candidate E-mail Address _____

Project Name Candidate is applying to _____

Project Number _____ Location of the Position (City, State) _____

* Please list the appropriate Chartfield string to bill for the background check. Costs associated with background checks will be incurred by the hiring grant/project associated with the individual. If the charge is deemed unallowable by the funding agency, the costs must be reimbursed by an appropriate trust account or other discretionary funding source.

Line Item Name	Amount	Account	Fund	Dept. ID #	Project

Reason for background check:

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Project Director or Principal Investigator, please check all that apply:

☐ **Basic Package:** All sensitive positions that require a background check must have at least 2 professional reference checks conducted. If the Principle Investigator/ hiring authority elects to conduct the candidate's reference checks themselves, then they may select the basic package without any additional costs. Please note - \$43.00 is an estimate only and not a final charge to the project. Payments will be processed with PI approval once a final invoice is received by Accurate.

☐ **Motor Vehicle Report a.k.a. MVR Package (DMV Check)** As Project Director/PI, I will inform the candidate of the requirements for driving on university business, including submission of information to Accurate Background Services for official observation of driving records as well as completion of Defensive Driver Training via CSU Learn. Cost for this package is \$2.50. Payments will be processed with PI approval once a final invoice is received from Accurate.

LiveScan Fingerprinting through UPD: **All sensitive positions primarily working with minors or are responsible for the care, safety, and security of minors in their positions must undergo a LiveScan fingerprint roll. Please contact campus UPD at 707-826-5555 to make an appointment. ** As Project Director/PI, I will ensure the candidate successfully completes a LiveScan appointment with UPD as part of their background check processing. SPF must receive confirmation of cleared LiveScan Results prior to hire.

Complete, sign, and return this form to
Sponsored Programs Foundation. SPF will initiate
the background check.

Signature of Hiring Authority _____ Date _____

Printed Name _____ Campus Phone _____

After you are notified by SPF of completion of the required background check - Before any employee starts work on a grant, trust, or any SPF related project they must complete onboarding in KRONOS. [The SPF Personnel Manual](#) provides a general summary of SPF personnel policies, work rules, and benefits.

Section 2: Internal Sponsored Programs Foundation staff will complete this section

Date Check Ordered w/Accurate	Staff Initial	Name of SPF staff member verifying Results Completed	Date verified
_____	_____	_____	_____

Accurate Confirmation Number	If LiveScan Required - Date Completed	Staff Initial
_____	_____	_____

Background Checks for Sponsored Programs Foundation

Background:

The California State University's system wide Human Resources issued Policy 2015-08 went into effect August 3, 2015. It serves to incorporate new requirements and to provide a clearer understanding of CSU policy objectives related to background checks for state and auxiliary employees. Auxiliaries have the discretion to determine which positions are considered "sensitive." Standards for determination should be consistent with the campus standards for determining sensitive positions. The paragraphs below outline the implementation and compliance with this policy for auxiliary employees of the Cal Poly Humboldt Sponsored Programs Foundation (SPF).

Cal Poly Humboldt Sponsored Programs Foundation is committed to reasonably protecting all people who are employees, students, volunteers and guests. SPF shall conduct background checks of all paid individuals and volunteers who voluntarily transfer or are hired into sensitive positions as defined below.

These positions include individuals who have direct repetitive contact with minors participating in our programs or employees who are in sensitive positions as defined below. SPF will carry out this requirement in a fair, consistent and non-discriminatory manner, complying with applicable state and federal laws and guidelines, including the Fair Credit Reporting Act and the Equal Employment Opportunities Commission.

Definitions:

Minors: Any individual under the age of 18 years old (not matriculated students)

Sensitive Positions: Individuals who primarily work with minors or responsible for the care, safety, and security of minors in their positions; or individuals with regular access to [Level 1 Confidential Data](#) which is defined as data that comprises identity, health and financial information that can lead to serious identity theft if exposed.

Notification of Required Background Checks:

Advertisements, notices and postings for sensitive positions that require background check should state: "A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SPF employees who apply for this position." In the event the position is *not* posted then the employee would be notified by the Principle Investigator/hiring authority that their appointment is contingent on successful completion of the required background checks.

Confidentiality and Records Retention:

SPF will maintain the confidentiality of the background check results, unless otherwise required by law. Only designated SPF staff and the Executive Director will be notified and will have access of the results. Personnel records are kept in a locked file cabinet. Only designated SPF staff and Executive Director will have access to personnel records. Background check records will be maintained in files separate from employees' personnel files.

Adverse Action/Right to Appeal:

If any adverse information is received from vendor, then the potential employee will be provided the report and given 5 business days to dispute any findings. If any information is used to make an employment decision and adverse action occurs, the individual will be notified and given the right to appeal in writing to the SPF Executive Director, who will investigate and make the final determination.

Types of Background Checks:

Basic Package = \$48.20

National Address Locator (SSN Trace)

7 year County Criminal Search (F/M) in each county the applicant lived in based on the SSN Trace - unlimited counties nationwide

One name plus up to 3 aliases

Employment Verifications (for all employers in last 10 years)

Education Verification (highest degree)

National Sex Offender Database

National Criminal Database

Additional Items:

Motor Vehicle Report = \$2.50

LiveScan Fingerprinting = Pricing dependant on applicant details (contact UPD)

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**All sensitive positions primarily working with minors or are responsible for the care, safety, and security of minors in their positions must also undergo a [LiveScan](#) fingerprint roll at UPD.

Please feel free to contact our office at (707) 826-4189 or hsuf@humboldt.edu with any questions or concerns you may have.