



LINK: <https://hr.fullerton.edu/bcrequest/>

Overview

Utilize the online Background Check Notification System to request background checks for all potential candidates anticipating an offer of employment with the campus or a relationship which requires a background check (such as an independent contractor or volunteer).

STEP ACTION REQUIRED

Provide Candidate Information

Enter CWID (if applicable) or Enter by Name and provide candidate's Email.

Candidate Information	
Name of Candidate:	<input type="radio"/> Enter By CWID <input type="radio"/> Enter By Name
Email:	<input type="text"/>

Select Candidate Type

Select appropriate category. All Staff and MPP recruitments will be handled by HR directly.

Candidate Type	
<input type="radio"/> Emergency Hire/Quick Hire	<input type="radio"/> Graduate Assistant
<input type="radio"/> Full-Time Faculty (Includes Librarians, Coaches and Counselors)	<input type="radio"/> Independent Contractor
<input type="radio"/> Part-Time Faculty (Includes Librarians, Coaches and Counselors)	<input type="radio"/> Volunteer
<input type="radio"/> Student Employee/Instructional Student Assistant	
<input type="radio"/> Teaching Associate	

Answer Questionnaire

Click Proceed upon completion.

Question #	Question	Answer
1	Serve as a sworn University Police Officer, cadet, or dispatcher?	<input type="radio"/> YES <input checked="" type="radio"/> NO
2	Have regular or direct contact with minor children, including at CSUF-hosted camps?	<input checked="" type="radio"/> YES <input type="radio"/> NO
3	Have access to stored criminal offender information?	<input type="radio"/> YES <input checked="" type="radio"/> NO

Answer Questions

Click Submit upon completion. All system generated notifications will be sent to the Requestor and Person to Notify. All results will be discussed with the Hiring Manager directly.

Question	Answer
Name of Hiring Manager/Supervisor:	Angelica Perez
Hiring Department:	Payroll, Benefits & Retire Svcs
Department Funding this Recruitment:	10182 - Payroll, Benefits & Retire Svcs
Person to notify:	Robin Graboyes Change
Proposed Offer Date:	09/02/2016
Proposed Start Date:	09/09/2016
Has this individual been employed by the CSU previously?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, which campus?	California Polytechnic State University, Pomona
Will this candidate come to campus University Police to complete the required fingerprinting?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Requestor Information	
Requestor Name:	Suchi Patel
Request Date:	8/30/2016
Requestor Department:	Division of Adm & Finance IT

Notifications

Notifications will be sent to the candidate, requestor and person to notify respectively when required. A background check must be initiated and completed prior to the extension of an offer to a candidate. If required, a pre-populated live scan form will be sent to the requestor to provide to the candidate for fingerprinting.

Questionnaire:

The following questions must be answered for any potential candidate:

1. Serve as a sworn University Police Officer, cadet or dispatcher?
2. Have regular or direct contact with minor children, including at CSUF-hosted camps?
3. Have access to stored criminal offender information?
4. Have access to patients, drugs or medications?
5. Be responsible for the care, safety and security of people, animals and/or CSUF property?
6. Have authority to commit financial resources of CSUF through contracts greater than \$10,000?
7. Have access to or control over cash, checks, credit cards or credit card information?
8. Have access to or possession of building master or sub-master keys?
9. Have access to hazardous or controlled substances?
10. Have access to or responsibility for Level 1 data or other protected, private or sensitive information? (Level 1 data is "Confidential Information" that include but are not limited to: PINs (Personal Information Numbers), tax IDs with name, Social Security Number and name, health insurance information, biometric information, criminal background check results, electronic or digitized signatures, and private keys.)
11. Hold sensitive position? (Sensitive Positions are designated by the CSU requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, or property, or heightened risk of financial loss. A sensitive position if you have access to: Social Security Numbers (SSN), employment data, specialized equipment, contact with minors, student records, cash, master keys, health records, pharmaceuticals, vehicles, specialized machinery, hazardous materials or other sensitive data.)
12. Have control over campus business processes, through either financial roles or security access?
13. Operate vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness or death?

Questions?



Call Employment Services at x2425