

**Human Resource Services**

**Background Check Request**

**(Student and Temporary hires)**

Revised: August 29, 2018

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| **Applicant Information** | | |
| Last name: |  | |
| Middle name: |  | |
| First name: |  | |
| Email address: |  | |
| Phone #: |  | |
| Lived in Washington State continuously for the past three years: | | Yes  No |

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| **Position Information** | | |
| Position title: |  | |
| Supervisor’s name: |  | |
| Org # to charge: |  | |
| Conditional offer of employment extended and accepted: | Yes  No | Note: A conditional offer of employment must be extended prior to the initiation of a background check |
| Anticipated start date: |  | |

**Important**:

It is the supervisor’s responsibility to verify that a background check is required for this position and that a conditional offer of employment has been extended and accepted prior to requesting a background check. Human Resource Services will initiate the background check after receiving a completed Background Check Request form and verifying the information on the form; this may include contacting the applicant. After a background check has been initiated, allow a **minimum** of two business days for in-state background checks and one week for out-of-state background checks. Contact Human Resource Services with questions or for additional information.

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| Authorization: By signing below, the supervisor or appointing authority acknowledges that the information provided above is accurate and authorizes Human Resource Services to conduct a background on the identified individual. | | |
| Supervisor or Appointing Authority name (please print) | | Supervisor or Appointing Authority signature |
|  | |  |
| Date: |  | |

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| **Human Resource Services use only** Type of background check:  WSP  HireRight | |
| Background check initiated  By:  Date: | Approved for hire:  Yes  No  By:  Date: |