

College of Engineering Request for Hire and/or Background Check

(Revised October 2019)

Instructions: This form will now be used to hire ALL employee types.

(Allow up to 3 weeks for background check and approvals.)

Please complete each section and email form to

College Payroll Ticket System:

WSCOPE-Payroll@engr.colostate.edu

Candidate

Employee Type:

Start Date:

Appointment Type:

End Date:

Candidate's full name must match valid identification document:

Last Name

First Name

Middle Name

Preferred First Name

Verify correct spelling with candidate.

Candidate Email Address: **(HireRight emails candidate. Response required within 3 days.)**

Candidate Cell Phone #:

Verify email with candidate. Do NOT pull their email from the CSU directory.

HireRight will send text reminders.

Background Check

Refer to CSU Background Checks Policy:
<http://policylibrary.colostate.edu/policy.aspx?id=461>

Background Check(s) Required for Postion:

Criminal History/National Sex Offender Registry Yes No (Standard for new hires & rehires with 12+ month break in service.)

Motor Vehicle Record Yes No (If driving part of job duties. Must have valid US license)

Education Verification Yes No (Optional -department wishes to pay to verify specific degree)

Credit History Yes No (If position involved in distributing studentj loans)

Federal System for Award Management (SAM) Yes No (Contact your HR Liaison)

Will Sensitive Conditions exist? Yes No (Sensitive conditions include working with minors, animals,

controlled substances, select agents or sensitive research materials/information. Unsupervised access to residence halls or other secure facilities, sensitive information, such as personal identifiable information (i.e. SS#, financial accounts, student ID#, home address, passport#, computer passwords, health records, etc.) **Refer to CSU**

Background Checks Policy: <http://policylibrary.colostate.edu/policy.aspx?id=461>

Candidate Hire and Department

Hire Request Type:

CSU ID#

Hiring Department Name

Department #

Chair/Director

Supervisor

Minor (17 and under)? Yes No (Minors are NOT subject to background check. Please confirm candidate's date of birth.)

Is candidate U.S. Citizen? Yes No If no, Foreign National has lived in U.S.

Employee Work Location: City

State

Zip

Requestor

Requestor Name:

Phone #:

Requestor Email:

(Optional) Send background check status to additional email address (not candidate):

Include additional applicable documents with this request:

Graduate Assistant/Teaching Contract

Associate Appointment Data Form

Visting Associate Agreement

New Hire Employee Data Form

Volunteer Waiver/Release of Liability

Job Title:

Position #:

months:

Job Class Code:

Pay Rate \$ /hour

\$ /year

Account#

Account#

Account#

Account#

Account#

Account#

Account#

Comments:

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