



## BACKGROUND CHECK REQUEST FORM

In accordance with Policy **No. 40.125: Pre-Employment Background Check and On-Going Duty to Self-Disclose**, Ohio University shall conduct background checks and pre-employment verification as part of the employment hiring process on final candidates for all student employees, including graduate assistants, who work with a distinct population (e.g. children, adults younger than 18, etc.), need access to sensitive facilities, records, and/or data, or have independent responsibility for handling business transactions.

Please complete the following information for **student employees** who require additional information verified as part of their employment with Ohio University. Human Resources will initiate a HireRight background check of your choice upon receipt of this form.

It is recommended that supervisors let their student know to expect an emailed invitation from HireRight to begin the background check process.

Average completion time is 7-10 days once the invitation has been accepted.

**Please complete the following form. All fields are required.**

Campus Location: \_\_\_\_\_

Select Package: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

*For more than one applicant please attach an excel spreadsheet with applicant name and email address.*

Applicant Email: \_\_\_\_\_

Name of Department being charged: \_\_\_\_\_

Account number to charge: \_\_\_\_\_

Initiator's name: \_\_\_\_\_

Initiator's Email: \_\_\_\_\_

CFAO Approver: \_\_\_\_\_

Please submit completed form to [uhr@ohio.edu](mailto:uhr@ohio.edu). Departmental contacts will receive notice when the background check has been initiated and completed.

Ohio University Human Resources  
Grosvenor West 103  
Athens, Ohio 45701  
740-593-1636  
[uhr@ohio.edu](mailto:uhr@ohio.edu)