

Background Check Disclosure

The University of Colorado Denver | Anschutz Medical Campus (the “University”) may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment. This background information may be obtained in the form of consumer reports and/or “investigative consumer reports” (commonly known as “Background Reports”). These background reports may be obtained at any time after receipt of your authorization and, if you are hired by the University, throughout your employment.

HireRight, Inc. (“HireRight”), will prepare or assemble background reports for the University. HireRight, Inc. is located and can be contacted by mail at 3349 Michelson Dr. Suite 150, Irvine, CA 92612, and HireRight can be contacted at (800) 400-2761.

The types of information that may be obtained include but are not limited to: credit reports and bankruptcy filings history (for certain employment positions only); social security number verification; criminal records and history; public court records; driving records; educational history verification (e.g. dates of attendance, degrees obtain); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); workers compensation claims; personal and professional references checks; professional licensing and certification checks; address history; accident history; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

The information may be obtained from private and public record sources, including as appropriate: government agencies and courthouses; educational institutions; current or former employers, or other acquaintances and other information sources. If the University should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the University will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

Student Employment Office

P.O. Box 173364, Campus Box 125 Denver, CO 80217-3364

Phone: 303.315.1842 Fax: 303.315.1835 Email: studentemployment@ucdenver.edu

Once this form is submitted by the Business Partner, Human Resources will initiate a background check via HireRight, Inc, our background check vendor. The applicant will then receive an email with further instructions on submitting their own background check consent form on-line through HireRight, Inc. Departments and applicants will be notified by Human Resources upon successful completion of the background check. Please note, it is important to ensure that the information on the on-line form is accurate and complete. *Additionally, applicants may not begin work until they have received notification that they have successfully completed the background check.*

Background Check Request

Section I – Applicant Information

STUDENT'S NAME: _____
(Exactly as it appears on your Social Security Card)

Other legal names used it different from above: _____

Applicant email address: _____

Section II – Department Information

Job Posting Number: _____ Position Title or Program Applied for: _____

Department: _____ Anticipated Effective/Hire Date: _____

Supervisors Name: _____ Department HR Liaison: _____

Applicant Status:

Classified University Staff Faculty Student Employee Volunteer

Select all that apply:

Criminal MVR Sex Offender
 Financial (must be an Office of the University) Other – please describe below

If "Other" was selected from above, please specify the type of check needed – to be used for special circumstances only

Will this individual be working with minors?

Yes No

For SE Office Use Only

Employee ID:

Date Sent:

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