

Departmental Request for Criminal Background Check Exemption on Vacant Position(s)

To be completed and approved by all appropriate Finance & Operations personnel prior to department's advertising a vacant position.

The following information must be provided to Finance and Operations by the hiring department and approved prior to advertising a vacant position for which a criminal background check exemption is requested.

Department Name _____

Vacant Position Title/Classification _____

1. *Will this request to exempt a criminal background check apply only to one specific position, or will it apply to all vacant positions with this same position title/classification?*
 - a. _____ Request applies to all vacant positions with this title/classification
 - b. _____ Request applies only to this specific position #: _____
2. *Please Indicate if this position will include any of the following job responsibilities by placing an "X" next to all that apply:*
 - a. _____ Regular, direct patient and/or child and/or dependent adult population contact;
 - b. _____ Contact with or direct access to controlled substances and/or select agents (biological agents or toxins);
 - c. _____ Cash/check handling/processing responsibilities;
 - d. _____ Access to confidential, personal medical or human resources information;
 - e. _____ Responsible for financial management and/or payroll processing functions;
 - f. _____ Access to other secured or sensitive areas or duties related to critical infrastructure services or significant health or safety responsibilities;
 - g. _____ Security responsibilities;
 - h. _____ Access to information technology: "root" or "administrator" access level to enterprise systems, "administrator" access level to institutional databases, unsupervised physical access to critical infrastructure services or systems such as telephone switch equipment, networking routers and switches, and data centers;
 - i. _____ Supervisory duties related to any of the above (please specify): _____
 - j. None of the above: **This position should be exempt from a criminal background check.**
3. *Please provide additional details related to the job duties and/or the need to exempt this position from a criminal background check on the final candidates for the above position(s):*

Signatures/Approvals Required:

Departmental HR Representative completing this form _____
Date

Department Director _____
Date

Senior Human Resources Leadership Representative _____
Date

Return signed copy of form to Departmental HR Representative to attach to workflow requisition forms.