UF UNIVERSITY *of* FLORIDA
The Foundation for The Gator Nation

Background Screening Request Form

Prior to submission, all information – type of hire, applicant information, background screening selection, and contact information – must be completed. **Upon completion, please fax the request to Human Resource Services (HRS) at (352) 846-0668**. A confirmation email will be sent to the contact person within 24 hours upon receipt. Please submit only one request. For more information or assistance, please contact HRS at (352) 392-2477 or email employment@ufl.edu.

Name of Recruiter (for recruited positions): _____

TYPE OF HIRE: *(Please select one)*

☐ Salary/Regular Faculty   ☐ Regular TEAMS   ☐ Student Assistant/FWS
☐ Temp Faculty   ☐ OPS Staff   ☐ Other (if other, specify type): _____

APPLICANT/EMPLOYEE INFORMATION:

Name: _____
　　　　　　Last　　　　　　　　　　　　　*First*　　　　　　　　　　　*Middle*

Alias/Maiden: _____   Race: ____   Sex: ____   Date of Birth: _____

Requisition#: _____   UFID# (if any): _____   Social Security #: _____

Current Address: _____

City and State of residence for the last seven years: _____

_____

BACKGROUND SCREENING SELECTION: *(Please select the appropriate background check. Visit* www.hr.ufl.edu/recruitment/resources/offer.asp *for more details on the following checks.)*

☐ **Alachua County Online – AOL (Result within 24 hours)**

☐ **FDLE Background Check (Result within 72 hours)**

☐ **HireRight (Result with 2-4 days)**
   Please indicate the applicant's email address here: _____

Employee must contact Human Resource Services at (352) 392-2477 to schedule an appointment for checks below:

☐ **FBI LiveScan (Result within 48 hours)**

☐ **435 LiveScan (Result within 7-10 business days)**

CONTACT INFORMATION:

Dept Name: _____   Dept#: _____

Dept Contact: _____   Phone#: _____

Email Address: _____   PO Box#: _____